

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

June 14, 1923.

MEMORANDUM NO. 439

Committees on Clerical Efficiency
(Board of Review)

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GLADMON.

In accordance with the terms of Memorandum No. 325, dated August 18, 1920, which amended Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency (Board of Review) of the several bureaus and offices of the Department, for the period from May 1, 1923, to October 31, 1923, is as follows:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
A. McC. Ashley
R. L. Swenson (vice C. C. Wilson)

OFFICE OF THE SOLICITOR

C. W. Boyle, Chairman
Fred Lees
J. B. Horigan (vice P. D. Cronin)

PACKERS AND STOCKYARDS ADM'N

Stephen Bray, Chairman
George T. Ash
Frank H. Sterling (vice C. D. Ashmore)

WEATHER BUREAU

R. H. Weightman, Chairman
F. G. Tingley
C. T. Burns
B. A. Blundon (vice P. C. Day)
B. C. Kadel (vice Miss S. A. Beuter)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman
A. W. Miller
A. J. Pistor
G. H. Russell
A. E. Wight (vice U. G. Houck)

BUREAU OF PLANT INDUSTRY

H. E. Allanson, Chairman
R. A. Oakley
H. P. Gould (vice C. R. Ball)

FOREST SERVICE

E. A. Sherman, Chairman
T. W. Norcross
C. M. Ballard (vice Harry Irion)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman
A. G. Murray
R. W. Balcom (vice A. E. Taylor)

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 14, 1933

MEMORANDUM FOR THE SECRETARY

Committee on Agricultural Education
(Joint of Senate)

In accordance with the terms of House Resolution No. 100, passed

August 18, 1930, which authorized Paragraph 3 of the Administrative

Provisions, the personnel of the Committee on Agricultural Education

(House of Representatives) of the several bureaus and offices of the Department

for the period from May 1, 1933, to October 31, 1933, is as follows:

COMMITTEE ON AGRICULTURAL EDUCATION

HOUSE OF REPRESENTATIVES

U. S. G. Campbell, Chairman
A. W. Miller
A. J. Ricker
S. E. Russell
E. C. Wilson (vice U. S. G. Campbell)

H. M. Rouse, Chairman
A. H. Adams
E. C. Wilson (vice H. M. Rouse)

COMMITTEE ON AGRICULTURAL EDUCATION

SENATE

H. E. Allen, Chairman
H. A. O'Leary
H. F. Smith (vice H. E. Allen)

T. E. Burton (vice H. E. Allen)

HOUSE OF REPRESENTATIVES

SENATE

H. A. Sherman, Chairman
T. E. Harbo
C. W. Smith (vice H. A. Sherman)

Frank E. Smith (vice H. A. Sherman)

HOUSE OF REPRESENTATIVES

SENATE

C. A. Rostie, Chairman
A. C. Murray
H. F. Wilson (vice C. A. Rostie)

E. W. Wilson, Chairman
T. E. Timley
C. A. Rostie
H. A. Rostie (vice C. A. Rostie)
H. F. Wilson (vice H. A. Rostie)

BUREAU OF SOILS

A. G. Rice, Chairman
C. A. Wolfe
George W. Baumann (vice J. W. McKericher)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
W. R. Walton
John E. Graf (Vice A. L. Quaintance)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
W. Roy Dillon
Frank G. Ashbrook (vice Mrs. A. B. Morrison)

LIBRARY

Miss C. R. Barnett, Chairman
Miss E. B. Hawks
Miss H. M. Thompson

DIV. OF ACCTS. & DISBURSEMENTS

W. J. Nevius, Chairman
J. H. Lynch
Charles L. Woodman

BUREAU OF PUBLIC ROADS

C. D. Curtiss, Chairman
H. K. Bishop
H. H. Barrows (Vice S. H. McCrory)

DIVISION OF PUBLICATIONS

F. J. P. Cleary, Chairman (Vice E. C. Powell)
C. E. Bracey
B. D. Stallings (Vice J. O. Riley)

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. L. Monarch (Vice J. G. Shibley)
C. C. McDonnell

BUREAU OF AGRICULTURAL ECONOMICS

A. F. Krueger, Chairman
C. W. Kitchen
C. E. Gage
H. S. Yche
R. H. Wilcox
W. L. Evans (vice H. F. Fitts)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman
Karl F. Kellerman (Vice E. R. Sasscer)
R. Kent Beattie (Vice R. C. Althouse)

FIXED NITROGEN RESEARCH LABORATORY

Joseph M. Braham, Chairman
Elwin J. Grayson
Harry C. Hetherington (Vice F. E. Allison)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman
U. S. Smith
A. W. Miller
A. J. Pieter
G. H. Russell

BUREAU OF PLANT INDUSTRY

E. H. Allanson, Chairman
C. E. Hall
E. A. Oakley (vice E. A. Mason)

Henry Wallace

Secretary.

W. C. Henderson, Chairman
Mrs. A. B. Morrison
W. Roy Dillon (vice Lila Morrison)

BUREAU OF SOILS

A. G. Rice, Chairman
C. A. Wolfe

George W. Bannan (Vice J. W. McKersicher)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
W. Roy Dillon

Frank G. Ashbrook (Vice Mrs. A. B. Morrison)

DIV. OF AGG. & DISBURSEMENTS

W. J. Nevins, Chairman
J. H. Lynch
Charles J. Woodman

DIVISION OF PUBLICATIONS

F. J. P. Giesey, Chairman (Vice E. C. Powell)
C. E. Bracey
B. D. Stallings (Vice J. O. Riley)

BUREAU OF AGRICULTURAL ECONOMICS

A. F. Krueger, Chairman
G. W. Kitchen
C. E. Gage
H. S. Yone
R. B. Wilcox

W. L. Evans (Vice H. F. Wills)

BUREAU OF ENTOMOLOGY

E. B. Osborn, Chairman
W. H. Walter

John E. Gray (Vice A. L. Quaintance)

LIBRARY

Mrs. C. R. Bailett, Chairman
Miss E. B. Hawley
Miss H. M. Thompson

BUREAU OF PUBLIC ROADS

C. D. Gertler, Chairman
H. K. Bishop

H. H. Barrows (Vice S. H. McCorty)

INSECTICIDE AND FUNGICIDE BOARD

M. E. White, Chairman
J. L. March (Vice J. G. Shipley)
C. C. McDonnell

FEDERAL HORTICULTURAL BOARD

George B. Safford, Chairman
Karl F. Kellerman (Vice H. B. Ransacker)
R. Kent Beattie (Vice R. C. Althaus)

FIXED NITROGEN RESEARCH LABORATORY

Joseph M. Bryan, Chairman
Hiram J. Grayson
Harry C. Hetherington (Vice T. E. Allison)

Stammes

Secretary.

Wm

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 3, 1923.

MEMORANDUM NO. 425.

Committees on Clerical Efficiency (*Board of Review*)

In accordance with the terms of Memorandum No. 325, dated August 18, 1920, which amended Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency (Board of Review) of the several bureaus and offices of the Department, for the period from November 1, 1922, to April 30, 1923, is as follows:

May 1, 1923, to October 31, 1923,
OFFICE OF THE SECRETARY

R. M. Reese, Chairman
C. C. Wilson
A. McC. Ashley (vice H. M. Bain)

OFFICE OF THE SOLICITOR

C. W. Boyle, Chairman
P. D. Cronin (vice J. P. Wenchel)
Fred Lees (vice J. L. Carr)

WEATHER BUREAU

R. H. Weightman, Chairman
P. C. Day
Miss S. A. Beuter
F. G. Tingley (vice D. T. Maring)
C. T. Burns (vice W. R. Gregg)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman
U. G. Houck
A. W. Miller
A. J. Pistor
G. H. Russell

BUREAU OF PLANT INDUSTRY

H. E. Allanson, Chairman
C. R. Ball
R. A. Oakley (vice H. A. Edson)

FOREST SERVICE

E. A. Sherman, Chairman
Harry Irion (vice W. C. Barnes)
T. W. Norcross (vice T. S. Brock)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman
A. G. Murray (vice D. J. Price)
A. E. Taylor (vice R. W. Balcom)

BUREAU OF SOILS

A. G. Rice, Chairman
J. W. McKericher
C. A. Wolfe (vice H. A. Donovan)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
A. L. Quaintance
W. R. Walton

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
Mrs. A. B. Morrison
W. Roy Dillon (vice Lisle Morrison)

DIV. OF ACCTS. & DISBURSEMENTS

John M. Kemper, Jr., Chairman
John H. Lynch
John J. Ackerman

DIVISION OF PUBLICATIONS

E. C. Powell, Chairman (vice F.C.Perkins)
C. E. Bracey
J. O. Riley

LIBRARY

Miss C. R. Barnett, Chairman
Miss E. B. Hawks
Miss H. M. Thompson

STATES RELATIONS SERVICE

C. E. Johnston, Chairman
H. L. Knight
T. W. Harvey

FIXED NITROGEN RESEARCH LAB.

Joseph M. Braham, Chairman
Franklin E. Allison (vice H. J. Krase)
Edwin J. Grayson (vice H. M. Frampton)

BUREAU OF PUBLIC ROADS

C. D. Curtiss, Chairman
S. H. McCrory
H. K. Bishop (vice E. W. James)

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. G. Shibley
C. C. McDonnell (vice W. D. Lynch)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman
E. R. Sasscer (vice W. A. Orton)
R. C. Althouse (vice J.A.Stevenson)

BUREAU OF AGRICULTURAL ECONOMICS

A. F. Krueger, Chairman
C. W. Kitchen
H. S. Yohe
C. E. Gage
R. H. Wilcox
H. F. Fitts

Henry O. Wallace

Secretary.

DIV. OF ACCTS. & DISBURSEMENTS

John M. Jones, Jr., Chairman
John E. Jones
John J. Jones

DIVISION OF INVESTIGATION

E. C. Tamm, Chairman (also U.S. District Judge)
C. E. Tamm
J. C. Tamm

LIBRARY

Miss C. E. Tamm, Chairman
Miss E. W. Tamm
Miss E. W. Tamm

STATISTICAL SERVICE

C. E. Tamm, Chairman
M. L. Tamm
J. W. Tamm

UNITED STATES DEPARTMENT OF JUSTICE

John M. Jones, Jr., Chairman
John E. Jones
John J. Jones

UNITED STATES DEPARTMENT OF JUSTICE

C. E. Tamm, Chairman
M. L. Tamm
J. W. Tamm

INSPECTION AND REVENUE BOARD

E. C. Tamm, Chairman
C. E. Tamm
J. C. Tamm

FEDERAL HOUSING BOARD

George H. Tamm, Chairman
E. E. Tamm (also U.S. District Judge)
E. C. Tamm (also U.S. District Judge)

BUREAU OF AGRICULTURAL ECONOMICS

J. E. Tamm, Chairman
C. E. Tamm
E. E. Tamm
C. E. Tamm
J. W. Tamm
E. E. Tamm

John M. Jones, Jr.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

RECEIVED
TIME
APR -2 1923
Office of the Secretary

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

March 31, 1923.

O-Prop.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations and Memorandum No. 325, I submit below the personnel of the Committee on Clerical Efficiency of this Bureau which has been chosen for appointment for the period May 1 to October 31, 1923. Dr. W. B. Bell, who is recommended to succeed Mrs. A. B. Morrison whose term expires, is considered well qualified to serve on this committee. The new committee will be constituted as follows:

W. C. Henderson, Chairman,

W. Roy Dillon,

W. B. Bell, *vice Mrs. A. B. Morrison*

Respectfully,

W C Henderson

. Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND OTHER TO

March 31, 1935.

0-7104.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations and Memorandum No. 325, I submit below the personnel of the Committee on Clinical Efficiency of this Bureau which has been chosen for appointment for the period May 1 to October 31, 1935. Dr. W. B. Bell, who is recommended to succeed Mrs. A. B. Morrison whose term expires, is considered well qualified to serve on this committee. The new committee will be constituted as follows:

W. C. Henderson, Chairman,

W. Roy Allen,

E. B. Bell.

Respectfully,

W. C. Henderson

Acting Chief of Bureau.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

May 7, 1923.

The Honorable

The Secretary of Agriculture.

Sir:

In accordance with the requirements of Memorandum No. 325, issued by the Secretary August 18, 1920 and the provisions of the Bureau of Efficiency General Circular No. 4, I beg to nominate the following members of this division to handle the clerical efficiency register for the six months' period beginning May 15, 1923:

Review Officer:

A. T. Terwisse

Board of Review:

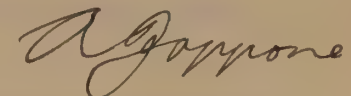
W. J. Nevius

J. H. Lynch

Chas. L. Woodman

Through the appointment of these men all of the sections of my division will be represented by a man who is thoroughly familiar with the personnel of each section and the requirements of the Bureau of Efficiency.

Very respectfully,



Chief of Division.

RECEIVED
TIME
MAY 8 - 1957
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF PUBLICATIONS

WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

C

cut
PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

May 7, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

It is recommended that the following appointments be made on the Committee on Efficiency and Promotion for the Division of Publications to make up the efficiency register for June 1:

Mr. F. J. P. Cleary as Chairman in place of Mr. F. W. Perkins, and Mr. B. D. Stallings in place of Mr. J. O. Riley.

The Committee for this Division will then be as follows:

Mr. F. J. P. Cleary, Chairman.
Mr. C. E. Bracey.
Mr. B. D. Stallings.

Very sincerely yours,

E. C. Powell

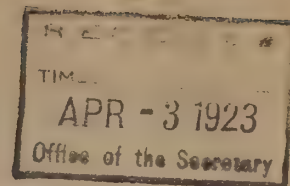
Acting Chief of Division.

It is now about 11:30 A.M. and the
sun is shining brightly. The
birds are singing and the
flowers are blooming.

The children are playing in the
park. They are running and
jumping. They are laughing and
singing.

The children are playing in the
park. They are running and
jumping. They are laughing and
singing.

UNITED STATES DEPARTMENT OF AGRICULTURE
PACKERS AND STOCKYARDS ADMINISTRATION
WASHINGTON, D. C.



April 2, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with paragraph 32 of the Administrative Regulations, and Memorandum 325, I submit below the personnel of the Committee on Clerical Efficiency of this Administration, which has been chosen for appointment for the period May 1 to October 31, 1923. Mr. Sterling is recommended to succeed Mr. C. D. Ashmore, who has been transferred to the field service. The new committee will be constituted as follows:

Stephen Bray, Chairman,

George T. Ash,

Frank H. Sterling, Vice C. D. Ashmore.

Respectfully,

Assistant to the Secretary.

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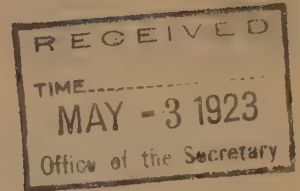
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Phu

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
WASHINGTON

Office of the Chief

May 3, 1923.



Memorandum for the Secretary.

In accordance with the provisions of Memorandum 125, dated March 18, 1915, the following changes are recommended in the membership of the Committee on Clerical Efficiency in the Weather Bureau:

Appointment of

B. A. Blundon, vice P. C. Day,
B. C. Kadel, vice Miss S. A. Beuter.

Each of the foregoing has had long service in the Weather Bureau and has an extensive acquaintance with the personnel of the bureau, through personal contact and official supervision of their work, and can be depended on to render impartial and unbiased judgment in passing on the relative merits of its employees.

The committee as constituted under the proposed change in membership will be as follows:

R. H. Weightman, Chairman,
F. G. Tingley,
C. T. Burns,
B. A. Blundon, vice P. C. Day,
B. C. Kadel, vice Miss S. A. Beuter.

Respectfully,

C. H. Marvin

Chief of Bureau.

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

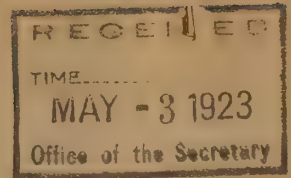
THE UNIVERSITY OF CHICAGO
LIBRARY

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THE UNIVERSITY OF CHICAGO
LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.



ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

C-

May 3, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

In accordance with the appropriate administrative regulation and such memoranda as apply. I beg to nominate as a member of the Committee on Clerical Efficiency (Board of Review) of this Bureau, for the term beginning May 1 instant, Dr. A. E. Wight, vice Dr. U. G. Houck. Dr. Wight is Assistant Chief of the Tuberculosis Eradication Division and by reason of extended field experience possesses a considerable knowledge of clerical employees throughout the country. He can, therefore, be of great assistance to this committee.

If this nomination is approved, the committee will stand as follows:

C. C. Carroll, Chairman
A. W. Miller
A. J. Pistor
G. H. Russell
A. E. Wight

Very truly yours,

A cursive handwritten signature, likely of the Chief of Bureau, written in dark ink.

Chief of Bureau.



United States Department of Agriculture,
Bureau of Plant Industry.

RM

Office of Chief of Bureau.

Washington, D. C., May 4, 1923.

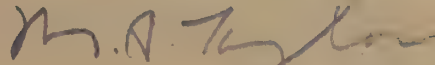
MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

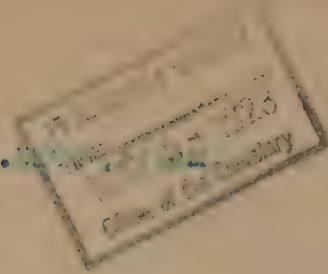
I have designated the following committee to serve as the Board of Review (Committee on Clerical Efficiency), to determine clerical efficiency ratings and establish a promotion register to be effective for the six-month period beginning July 1, 1923:

H. E. Allanson, Chairman.
R. A. Oakley, Office of Seed Distribution.
H. P. Gould, Office of Horticultural and
Pomological Investigations.

Very sincerely,



Chief of Bureau.



W. A. JONES

July 1, 1933

I am pleased to inform you that

you have been selected to serve on the Board of Review (Consistent on Clerical

and establish a promotion register to be effective

for the six-month period beginning July 1, 1933:

H. A. Gentry, Office of Seed Distribution.
H. P. Gentry, Office of Horticultural and
H. A. Gentry, Office of Horticultural and

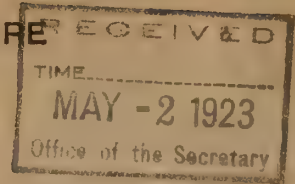
Very sincerely,

Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.



May 2, 1923.

IN YOUR REPLY PLEASE

REFER TO FILE No. J-2

Memorandum for Mr. Woulfe.

Confirming our telephone conversation, the following members for the new Efficiency Committee have been selected in accordance with Administrative Regulations, paragraph 32.

C. D. Curtiss, chairman
H. K. Bishop
H. H. Barrows

Very truly yours,

A handwritten signature in dark ink, appearing to read "C. D. Curtiss", followed by a long horizontal flourish.

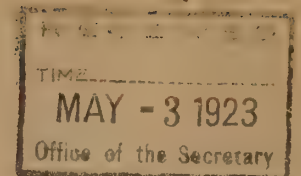
Assistant to the Chief.

Continued from page 999

and the results are as follows:

1. The results of the study

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.



In your reply please refer
to Number

3 May 1923.

Mr. L. V. Woulfe,

Office of the Secretary.

Dear Mr. Woulfe:

In response to your telephone request, I give below the personnel
of the Efficiency Committee of the Library.

Very truly yours,

A handwritten signature in cursive script, reading "C. R. Barnett".

Librarian.

ES-

Miss C. R. Barnett
Miss E. B. Hawks,
Miss H. M. Thompson,

Office of the Governor

Executive Order

That the Governor of the State of New York, in and to the effect of the

Executive Order of the Governor of the State of New York, in and to the effect of the

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO



WASHINGTON

0
Personnel,
Committee on Efficiency

May 8, 1923

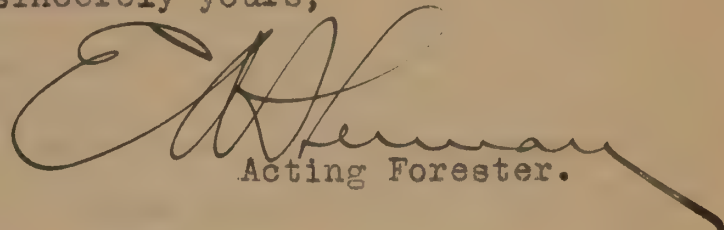
MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

In accordance with Paragraph 32 of the Administrative Regulations I submit the nomination of Mr. C. M. Ballard for membership on the Forest Service Committee on Efficiency, to succeed Mr. Harry Irion, whose term expired on April 30.

Mr. Ballard is a member of the elective advisory committee of employees in the Washington office, and his service on the main committee will be in a liaison capacity.

Very sincerely yours,


Acting Forester.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

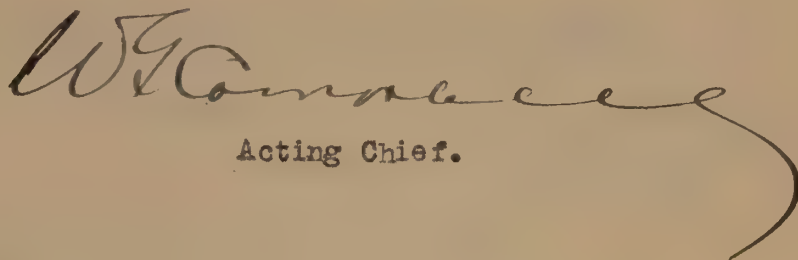
MAY 11 1923

THE SECRETARY:

I wish to nominate Dr. R. W. Balcom as the third member on the Clerical Efficiency Committee of this Bureau.

Dr. Balcom will take the place of Dr. Taylor, who has now served one year. The new committee will consist of Mr. S. A. Postle, Chairman, Mr. A. G. Murray, and Dr. R. W. Balcom.

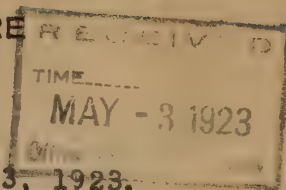
Respectfully,


Acting Chief.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF SOILS

WASHINGTON



May 3, 1923.

ADDRESS ALL COMMUNICATIONS TO
"CHIEF, BUREAU OF SOILS."

MEMORANDUM for Mr. Woulfe:

The Efficiency Committee for the Bureau of Soils for the ensuing six months will be as follows:

Mr. A. G. Rice, Chairman

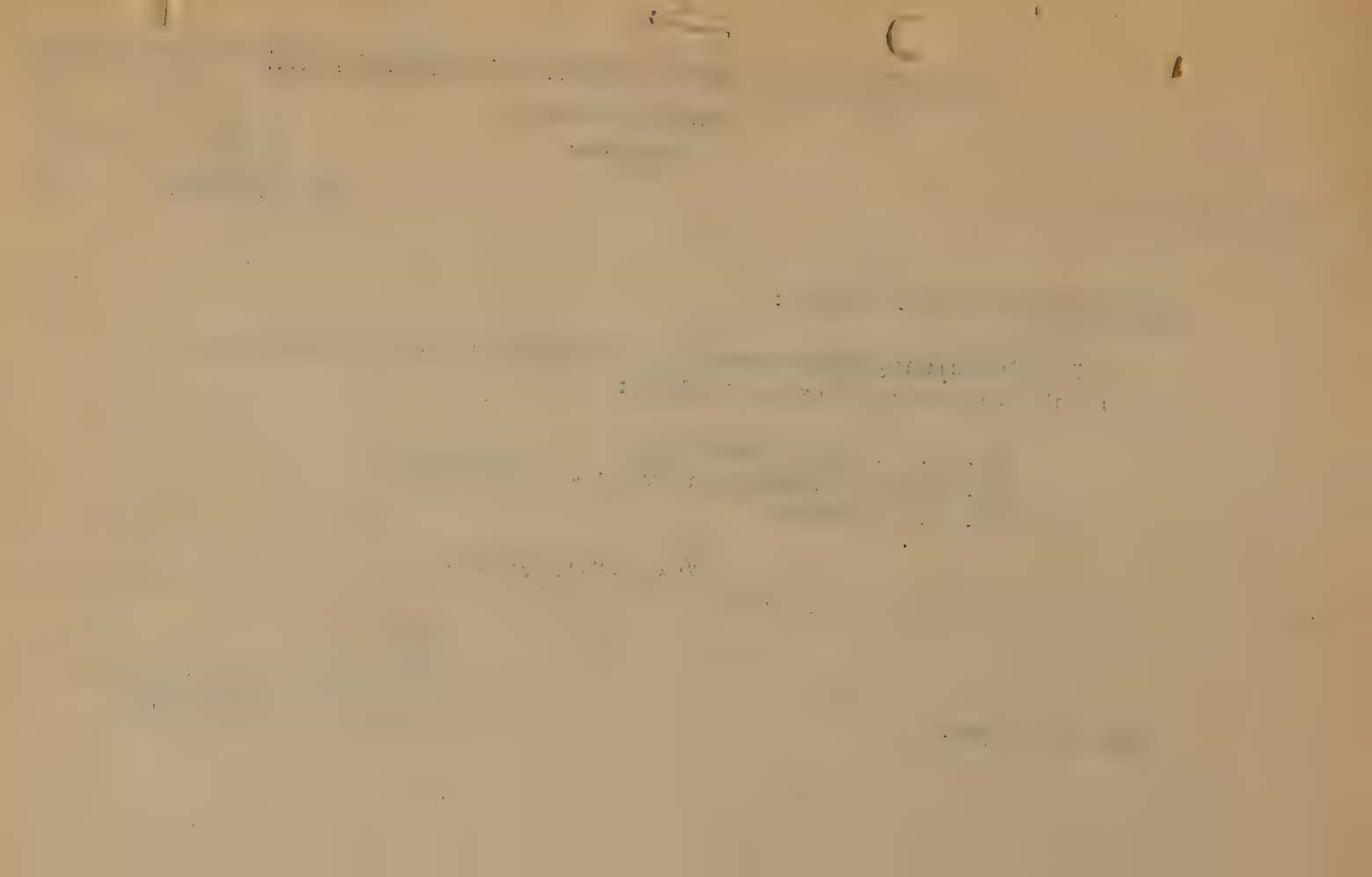
Mr. George W. Baumann (vice J W McKericher)

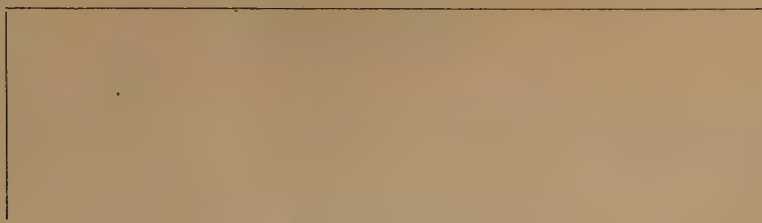
Mr. C. A. Wolfe

Very truly yours,


Assistant to the Chief

May 15 to Nov. 15





(Stamp of Local Board)

IMPORTANT NOTICE TO REGISTRANTS AND THE PUBLIC

RELATIVE TO RECLASSIFICATION ON ACCOUNT OF NONUSEFUL OCCUPATION

There has this day been mailed to or served upon the registrants whose names are listed below a notice directing that the said registrants appear in accordance with Sections 121 B and 121 C, S. S. R., before this Local Board on the _____ day of _____, 19____ at _____ o'clock, _____M., for the purpose of presenting such evidence by affidavit or otherwise bearing on the reasons for their nonemployment in a productive occupation or employment as they may care to submit.

Date _____

Member of Local Board.

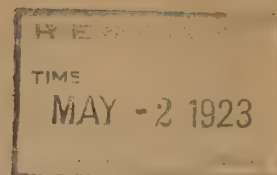
NAME OF REGISTRANT	LAST KNOWN ADDRESS

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD

WASHINGTON, D. C.

JGS:MBN

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.



May 2, 1923

In reply refer to

MEMORANDUM FOR MR. WOULFE:

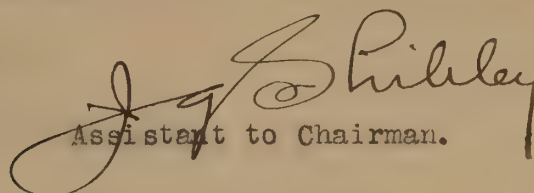
You are advised that the Board's Committee on Clerical Efficiency for period May 1 to October 31, 1922 will be composed of the following-named persons:

M. B. Waite, Chairman

J. L. Monarch (Vice J. G. Shibley)

C. C. McDonnell

Very truly yours,


Assistant to Chairman.

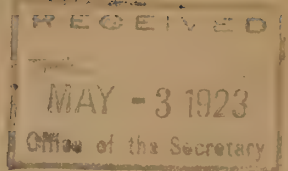
THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

CHICAGO, ILL.

1911

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.



May 2, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The following names are respectfully submitted to
serve as the Committee on Clerical Efficiency for the Federal
Horticultural Board during the ensuing year:

Geo. B. Sudworth, Chairman.
Karl F. Kellerman, vice E. R. Sasscer.
R. Kent Beattie, vice R. C. Althouse.

These persons are well qualified to act in this capacity
as they are quite familiar with the ability and qualifications of
the clerical employees of this Board.

Yours very truly,

Chairman of Board.

)

(

((

)

THE UNIVERSITY OF CHICAGO
LIBRARY

1911

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE
FIXED NITROGEN RESEARCH LABORATORY

WASHINGTON

OFFICE OF DIRECTOR

May 3, 1923

My dear Mr. Secretary:

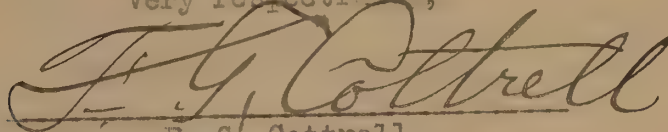
Please be advised that the following have been appointed as a committee on efficiency to consider the semi-annual efficiency reports of the personnel of this Bureau for the six-month period ending with May 15, 1923:

Dr. J. M. Braham, Chairman

Dr. F. E. Allison

Mr. E. J. Grayson

Very respectfully,

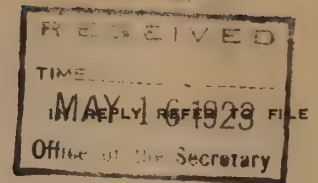


F. G. Cottrell,
Director

The Honorable,

The Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND
OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON



May 16, 1923.

MEMORANDUM FOR THE SECRETARY

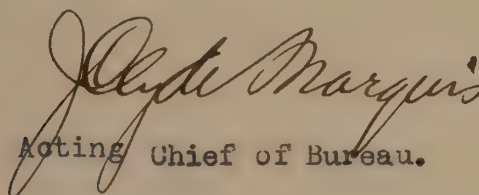
Dear Mr. Secretary:

In accordance with the provisions of memorandum number 325 dated August 18, 1920, amending paragraph 32 of the Administrative Regulations, the following Committee on Efficiency, (Board of Review) is nominated for this Bureau for the period from May 1, 1923, to October 31, 1923:

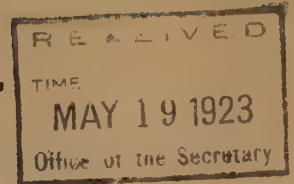
C. W. Kitchen,
C. E. Gage,
H. S. Yohe,
R. H. Wilcox,
W. L. Evans (vice H. F. Pitts)
Members.

A. F. Krueger,
Nonvoting Chairman.

Very truly yours,


Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.



May 19, 1923.

MEMORANDUM FOR MR. WOULFE.

Dear Mr. Wolfe:

In view of the importance of considering matters in regard to reclassification, which are more or less connected with the work of the committee on efficiency, Doctor Quaintance has requested me to advise you that the same committee named in my memorandum of January 12, 1923, will serve until October 31, 1923, namely:

Mr. E. B. O'Leary, Chairman

Dr. A. L. Quaintance

Mr. W. R. Walton

Respectfully,

EBO/jrr

Assistant to Chief.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 18, 1923.

MEMORANDUM NO. _____

Committees on Clerical Efficiency
(Board of Review)

In accordance with the terms of Memorandum No. 325, dated August 18, 1920, which amended Paragraph 32 of the Administrative Regulations, the personnel of the Committees on Clerical Efficiency (Board of Review) of the several bureaus and offices of the Department, for the period from May 1, 1923, to October 31, 1923, is as follows:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
A. McC. Ashley *C. C. Wilson*
R. L. Swenson (vice H. M. Bain)

OFFICE OF THE SOLICITOR

C. W. Boyle, Chairman
Fred Lees
J. B. Horgan (vice P. D. Cronin)

PACKERS AND STOCKYARDS ADMIN

Stephen Bray, Chairman,
George T. Ash
Frank H. Sterling (vice C. D. Ashmore)

WEATHER BUREAU

R. H. Weightman, Chairman
F. G. Tingley
C. T. Burns
B. A. Blundon (vice P. C. Day)
B. C. Kadel (vice Miss S. A. Beuter)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman
A. W. Miller
A. J. Pistor
G. H. Russell
A. E. Wight (vice U. G. Houck)

BUREAU OF PLANT INDUSTRY

H. E. Allanson, Chairman
R. A. Oakley
H. P. Gould (vice C. R. Ball)

FOREST SERVICE

E. A. Sherman, Chairman
T. W. Norcross
C. M. Ballard (vice Harry Irion)

BUREAU OF CHEMISTRY

S. A. Postle, Chairman,
A. G. Murray,
R. W. Balcom (vice A. E. Taylor)

1871. 12. 1. 1871. 12. 1.

(continued)

1907-1077 37 37

BUREAU OF SOILS

A. G. Rice, Chairman
C. A. Wolfe
George W. Baumann (vice J. W. McKeiricher)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
W. Roy Dillon
W. B. Bell (vice Mrs. A. B. Morrison)

DIV. OF ACCTS. & DISBURSEMENTS

A. T. Tervisse, Chairman
J. H. Lynch
W. J. Nevius, *Chairman*
Charles L. Woodman

DIVISION OF PUBLICATIONS

F. J. P. Cleary, Chairman *(vice J. O. Riley)*
C. E. Bracey
B. D. Stallings (vice J. O. Riley)

BUREAU OF AGRICULTURAL ECONOMICS

8/24/22
A. F. Krueger, Chairman
C. W. Kitchen
H. S. Yohe
R. H. Wilcox
W. L. Evans (vice H. F. Fitts)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman
A. L. Quaintance
W. R. Walton

John E. Graf

LIBRARY

Miss C. R. Barnett, Chairman
Miss E. B. Hawks
Miss H. M. Thompson

BUREAU OF PUBLIC ROADS

C. D. Curtiss, Chairman
H. K. Bishop
H. H. Barrows

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. L. Monarch (vice J. G. Shibley)
C. C. McDormell

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman
Karl F. Kellerman (vice E. R. Sasscer)
R. Kent Beattie (vice R. C. Althouse)

FIXED NITROGEN RESEARCH LABORATORY

Joseph M. Braham, Chairman
(Franklin E. Allison)
Edwin J. Grayson

Harry C. Ketherington (vice F.E. Allison)

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF CHIEF CLERK

WASHINGTON, D. C.

May 12, 1923.

MAY 14 1923

Office of the Secretary

MEMORANDUM FOR THE SECRETARY

It is recommended that the Committee on
Efficiency for the Secretary's Office be composed
of the following:

R. M. Reese, Chairman.
A. McC. Ashley,
R. L. Swenson, (vice C. C. Wilson)

Very truly yours,


Chief Clerk.

1901, 12, 1

1901, 12, 1

1901, 12, 1

1901, 12, 1

1901, 12, 1

1901, 12, 1

1901, 12, 1

1901, 12, 1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

Office of the Secretary

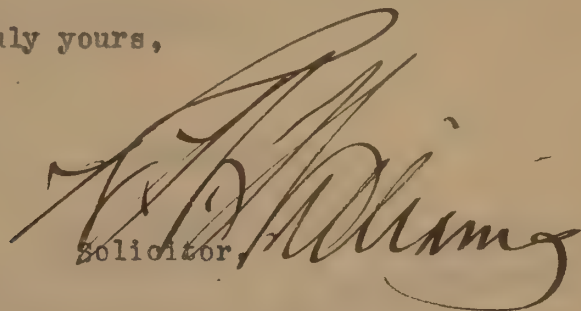
Dear Mr. Secretary:

In compliance with Paragraph 32 of the Administrative Regulations of the Department, as amended, I submit the name of Mr. J. B. Horigan to succeed Mr. P. D. Cronin on the Efficiency Committee (Board of Review) of this office.

If you approve the above selection, the committee will be as follows:

C. W. Boyle, Chairman
Fred Lees
J. B. Horigan

Very truly yours,


Solicitor

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY



UNITED STATES DEPARTMENT OF AGRICULTURE
FIXED NITROGEN RESEARCH LABORATORY
WASHINGTON

May 14, 1923

M. W. H. H.

Chief Clerk,
U. S. Department of Agriculture,
Washington, D. C.

Dear Sir:

Please be advised that I have this date appointed the following gentlemen to act as an efficiency committee in connection with promotions:

<u>Name</u>	<u>To Represent</u>	<u>Period</u>
Dr. Joseph M. Braham, Chairman		Indeterminate
Mr. Harry C. Wetherington	Technical Employees	Ending May 15, 1923
Mr. Edwin J. Grayson	Non-technical employees	" " " "

Respectfully,

F. G. Cottrell

F. G. Cottrell,
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

O-Z
Efficiency Committee

June 13, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring to my memorandum of March 31, giving the personnel of the Bureau's Committee on Clerical Efficiency, which has been chosen for the period May 1 to October 31, 1923, and in which Dr. W. B. Bell was recommended for appointment to fill the expired term of Mrs. A. B. Morrison, I would now report that Dr. W. B. Bell is absent from the city on a field trip, and that Frank G. Ashbrook has been designated as a substitute in connection with the preparation of the pending efficiency reports due on June 15, 1923.

Respectfully,

W C Henderson

Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

June 13, 1923.

MEMORANDUM FOR MR. WOULFE.

Dear Mr. Woulfe:

In reference to your telephone message to the effect that Mr. Jump requested that a change be made in the Committee on Efficiency for the period January 12, 1923, to October 31, 1923, Doctor Quaintance has requested me to advise you that the committee should be made as follows:

Mr. E. B. O'Leary, Chairman,

Mr. W. R. Walton

Mr. John E. Graf

Please return my memorandum to you of May 19, indicating that the Committee would be made up of Doctor Quaintance, Mr. Walton and myself.

Respectfully,


Assistant to Chief.

EBO/jrr

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
* OCT 13 1923
Please return to
the Secretary's File

June 20, 1923.

MEMORANDUM NO. 440

Designation of Assistant Director of Scientific
Work.

On July 1, coincident with the assignment of the Office of Experiment Stations to the Office of the Director of Scientific Work, Dr. E. W. Allen, Chief of the Office of Experiment Work, is designated also as Assistant Director of Scientific Work. It is expected that Dr. Allen's assistance will be especially helpful with reference to the coordination of the research work of the bureaus of the Department and the experiment stations.

Samuel Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

June 16, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

On July 1 the Office of Experiment Stations is to be assigned to the Director of Scientific Work and I request that Dr. E. W. Allen, Chief of the Office of Experiment Stations, be designated also as Assistant Director of Scientific Work, with especial reference to the coordination of the work of the Bureaus and Experiment Stations.

This will give Dr. Allen a special function of coordination which he is now performing so admirably for the Experiment Stations and extending that function to include coordination of all the researches in a given line. It will also make him officially available to take charge of the office in the absence of the Director.

Sincerely yours,

Law

E. W. Allen

Director.

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 30, 1923.

FILE

RECEIVED

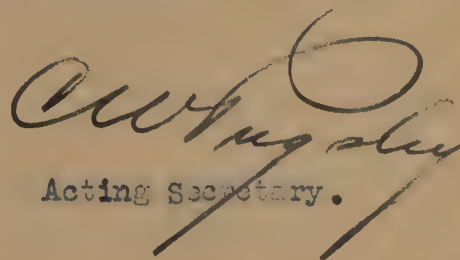
The Secretary

MEMORANDUM NO. 441

FILE
P. L. OLSON

Representative on Real Estate Board.

Effective July 1, 1923, Mr. R. M. Reese is designated as Representative of the Department on the Federal Real Estate Board, relieving Mr. R. V. Bailey. All business in connection with the Real Estate Board heretofore conducted by Mr. Bailey will be handled by Mr. Reese.


Acting Secretary.



THE UNIVERSITY OF CHICAGO
LIBRARY

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1911

1911

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Reese

DEPARTMENT OF AGRICULTURE
WASHINGTON

June , 1923.

MEMORANDUM NO. _____

Representative on Real Estate Board

Effective July 1, 1923, Mr. R. M. Reese is designated as Representative of the Department on the Federal Real Estate Board, relieving Mr. R. V. Bailey. All business ⁱⁿ connected with ^{on the} Real Estate *Board* heretofore conducted by Mr. Bailey will be handled by Mr. Reese.

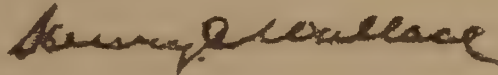
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 30, 1923.

MEMORANDUM NO. 442.

I am designating the Assistant Secretary of Agriculture, in addition to his regular duties, to serve as Acting Director of Extension Work beginning July 1 and to continue until such time as a permanent appointment is made in that position.



Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

FILED

★ OCT 16 1936

Please return to
the Secretary's File Room

June 30, 1923.

MEMORANDUM NO. 442

FILE
P. L. GLADMON.

*in addition to his
regular duties*

I am designating the Assistant Secretary of Agriculture,
^{Acting}
to serve as Director of Extension Work beginning July 1 and to
continue until such time as a permanent appointment is made in
that position.

Henry Wallace

Secretary.

★ OCT 16 1936 W

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 2, 1923.

MEMORANDUM NO. 443.

Amendment to Paragraph No. 133,
Administrative Regulations.

Effective July 1, 1923, the first sentence of Paragraph
No. 133, Administrative Regulations, is amended to read as follows:

"Applications for leave of absence without pay for 30 days or less will be made on the form 'application for leave' prescribed by the Department and may be approved by the Chief of Bureau. Chiefs of Bureaus may, in their discretion, authorize chiefs of field stations to approve applications for leave of absence without pay for 30 days or less. After the granting of 30 days leave without pay under this authority all applications for additional leave without pay in the same calendar year, whether for more or less than 30 days, will be submitted through the Chief of Bureau to the Chief Clerk of the Department, stating previous leave granted. Leave without pay will be granted only when the work of the Government will not suffer thereby and each application for such leave shall explicitly state the necessity therefor."

The remaining provisions of Paragraph No. 133 are not hereby amended.

C. H. Marvin

Acting Secretary.

WAM

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. _____

Amendment to Paragraph No. 133,
Administrative Regulations.

Effective July 1, 1923, the first sentence of Paragraph
No. 133, Administrative Regulations, is amended to read as
follows:

will *additional*

"Applications for leave of absence without
pay for 30 days or less ~~must~~ be made on the form
'application for leave' prescribed by the Depart-
ment and may be approved by the Chief of Bureau.
Chiefs of Bureaus may, in their discretion,
authorize chiefs of field stations to approve
applications for leave of absence without pay for
30 days or less, but after the granting of 30 days
leave without pay under this authority all appli-
cations for leave without pay made in the same
calendar year, whether for ~~less or more~~ than 30
days, ~~must~~ be submitted through the Chief of Bureau
to the Chief Clerk of the Department, stating
previous leave granted. ~~Chiefs of field stations
authorized as above shall grant~~ Leave without pay *shall be granted*
only when the work of the Government will not
suffer thereby and each application for such leave
shall explicitly state the necessity therefor."

The remaining provisions of Paragraph No. 133 are not
hereby amended.

will

Acting Secretary.

W.V.
CMB

*Must
man I talk to
you something
well*

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. _____

Amendment to Paragraph No. 133,
Administrative Regulations.

*in any one
calendar year*

Administrative Regulations,

Effective July 1, 1923, the first sentence of Paragraph 133,
is amended to read as follows:

"Applications for leave of absence without pay
for 30 days or less must be made on the form 'appli-
cation for leave' prescribed by the Department and may
be approved by the Chief of Bureau. Chiefs of Bureaus
may, in their discretion, authorize chiefs of field
stations to approve applications for leave of absence
without pay for 30 days or less."

*where absence
of 30 days
or less is
involved
in any
one
calendar
year*

The remaining provisions of Paragraph No. 133 are not hereby
amended.

Chiefs of field stations authorized as above shall grant
leave without pay only when the work of the Government will not
suffer thereby and each application for such leave shall explicitly
state the necessity therefor.

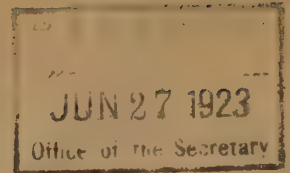
*after
dictation
done*

*may not
put in the
reg.*

Secretary.

sent

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



June 25, 1923.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

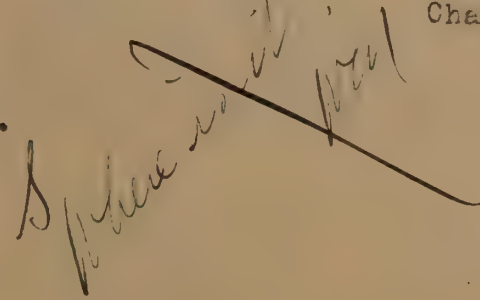
The Advisory Committee on Finance and Business Methods has carefully considered the attached memorandum addressed to the Secretary under date of June 2, 1923, by the Acting Forester, relative to changing paragraph 133 of the Administrative Regulations so that chiefs of bureaus may authorize leave without pay up to 30 days, and may delegate the authority to chiefs of field stations to approve such applications for leave, in their discretion.

As stated in Mr. Sherman's memorandum, the Committee has prepared a new regulation to cover the above to be included in the new regulations when issued, but inasmuch as the Forest Service would like to put the plan into effect during the coming season, the attached draft of a Secretary's memorandum, amending paragraph 133, effective July 1, 1923, has been prepared, and the Committee recommends that same be approved by the Secretary and promulgated. The amendment has been passed upon by the Solicitor and the proposed memorandum bears his initials.

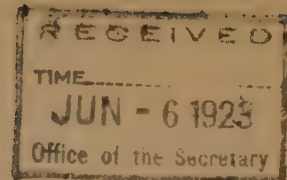
Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.



UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE



ADDRESS REPLY TO
THE FORESTER
AND REFER TO

0
Personnel



WASHINGTON

June 2, 1923.

Reese
W. S. S. S. x

MEMORANDUM FOR THE SECRETARY

I am informed that the Committee on Finance and Business Methods is going to recommend a substitute for Regulation 133 which will read in part as follows:

"Applications for leave of absence without pay for 30 days or less must be made on the form 'application for leave' prescribed by the Department and may be approved by the Chief of Bureau. Chiefs of Bureaus may, in their discretion authorize chiefs of field stations to approve applications for leave of absence without pay for 30 days or less."

I believe it is the judgment of the Committee that the announcement of the authorization in connection with leave of absence for 30 days or less should await the issue of the Departmental Regulations rather than go out now in a Secretary's memorandum. I presume it is likely, however, that there will be considerable delay before the Departmental Regulations are issued, and it occurs to us that you might be willing to give the Forest Service authority to change its procedure at once in accordance with the proposed regulations.

It would be a much appreciated simplification if our Supervisors could be authorized during the coming season to approve applications for leave without pay for less than 30 days, without the paper work of referring the application to Washington.

Probably no other Bureau has as much at stake in this detail of administration as has the Forest Service, and if this is so it will serve to justify, in part at least, our request for advance approval of the plan embodied in the regulation which the Committee will recommend.

Approved;

E. S. S. S.
Acting Forester.

I am informed that the Committee on Finance and
Insurance is going to recommend a bill which will
be in effect in part as follows:

"Application for leave of absence with-
out pay for 30 days or less may be made on the
form 'Application for leave' prescribed by the
Department and may be approved by the Chief of
Bureau. Officers of Bureau may, in their dis-
cretion, grant leave of absence to their subordi-
nates on the same basis as above."

I believe it is the intent of the Committee that
if the authorization is a matter with

of the Departmental Regulation rather than a
matter of the Bureau's Regulation. I presume it is
now in the Bureau's Regulation. I presume it is
however, but there will be considerable delay before the
Departmental Regulations are issued, and it seems to me that
you might be willing to give the Bureau's Regulation

your regulations.

It would be a very desirable thing if a
bill could be introduced into the House and
passed. The bill would be a very desirable thing
and it seems to me that it would be a very
desirable thing if it could be passed.

There is no other reason why it should be in this
bill.

I am advanced several of the bills and will
submit them to the Committee.

OFFICE OF
THE SECRETARY OF AGRICULTURE

June 9, 1923.

Mr. Reese:

Go ahead and take it up with the Finance Committee if you regard that as necessary. If it has been determined to have thirty days or less approved in the bureau I think we might as well go ahead and do it now by memorandum, but the committee ought to try in some way to indicate in the memorandum what the policy of the Department will be with respect to such leave so that we will not have employees in one bureau able to get thirty days leave any time they want it and employees in another bureau absolutely unable to do it simply because one bureau chief has adopted one policy and another bureau chief another. This situation exists at the present time in several different lines and does not present the Department in a very favorable light.

[Handwritten signature]

PORK.	ALL OTHER.	SAUSAGE CHOPPED.	BEEF.
Weight.	Weight.	Weight.	Weight

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600
OK

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604 476

600

1347 100

118 660
693 80
1879 40

118 900
439 50
1638 50

1958

1496

1476 50

2015

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19390

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3200

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86668

360

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8564

69

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 2, 1923.

MEMORANDUM NO. 443.

Amendment to Paragraph No. 133,
Administrative Regulations.

Effective July 1, 1923, the first sentence of Paragraph
No. 133, Administrative Regulations, is amended to read as follows:

"Applications for leave of absence without pay for 30 days or less will be made on the form 'application for leave' prescribed by the Department and may be approved by the Chief of Bureau. Chiefs of Bureaus may, in their discretion, authorize chiefs of field stations to approve applications for leave of absence without pay for 30 days or less. After the granting of 30 days leave without pay under this authority all applications for additional leave without pay in the same calendar year, whether for more or less than 30 days, will be submitted through the Chief of Bureau to the Chief Clerk of the Department, stating previous leave granted. Leave without pay will be granted only when the work of the Government will not suffer thereby and each application for such leave shall explicitly state the necessity therefor."

The remaining provisions of Paragraph No. 133 are not hereby amended.

E. A. Massey

Acting Secretary.

"Mr. Reese"

I assume that this
applies only to bureaus, & that
leave wop in Office of Sec'y
would be handled thro'
your office, as at present

Yes
Mr. Reese



THE [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

JUL 17 1923

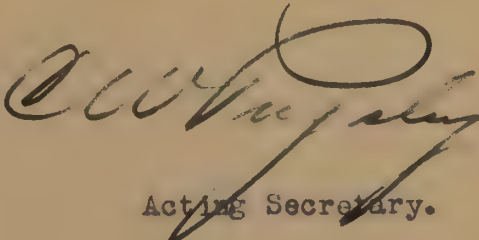
FILED
JUL 17 1923
n to
the Secretary's File RoomMEMORANDUM NO. 444.

Amendment to the Administrative Regulations.

Paragraph No. 226 of the Administrative Regulations is hereby amended to read as follows:

well

226. Requests and Correspondence. - All requests from Members of Congress, State officials, private corporations, organizations, or individuals for exhibits or for participation in expositions, fairs, etc., and all correspondence relative thereto received by the department or by any of the bureaus or offices shall be referred to the Director of Extension Work, who, with the officials interested, will determine the action to be taken.


Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Paragraph No. 226 of the Administrative Regulations is hereby

226. Requests and Correspondence. - All requests

from Members of Congress, State officials, private

corporations, organizations, or individuals for

etc., and all correspondence relative thereto received

by the department or by any of the bureaus or offices

shall be referred to the Director of Extension Work,

who, with the officials interested, will determine the

action to be taken.

OFFICE OF
THE SECRETARY OF AGRICULTURE

July 7, 1923.

Mr. Spencer:

Will you please fix this up in the form of an amendment to the Administrative Regulations? Let it be initialed by Mr. Zappone as Chairman of the Advisory Committee on F. & B. M. so as to be sure it is in proper form, etc.

W. A. Z.

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THE HILBERT SPACE

The Hilbert space is a complete inner product space.

Let H be a Hilbert space. Then H is a Banach space.

Let H be a Hilbert space. Then H is a reflexive Banach space.

Let H be a Hilbert space. Then H is a separable Banach space.

Let H be a Hilbert space. Then H is a dual Banach space.

226. Requests and Correspondence. - All requests from Members of Congress, State officials, private corporations, organizations, or individuals for exhibits or for participation in expositions, fairs, etc., and all correspondence relative thereto received by the department or by any of the bureaus shall be referred ~~to the office of exhibits, which, after consultation~~ ^{or office, except the Office of Exhibits,} with the officials ^{Director of Extension Work, who,} interested ^{will determine the action to be taken} relative to the lines of work to be shown, the material available or procurable, and other essential details, will submit a brief memorandum in each case to the Assistant Secretary in charge of publication activities with appropriate recommendation.

326. Requests and Correspondence. - All requests from

members of the Society, whether individuals or corporations,

whether, or individuals, and whether or not the organization is

operational, shall, and all requests shall, be referred

to the Secretary of the Society, who shall be referred

to the Secretary of the Society, who shall be referred

to the Secretary of the Society, who shall be referred

to the Secretary of the Society, who shall be referred

to the Secretary of the Society, who shall be referred

to the Secretary of the Society, who shall be referred

March 31, 1923.

MEMORANDUM FOR MR. T. H. MACDONALD.
Chief, Bureau of Public Roads.

Dear Mr. MacDonald:

An application was made by the Chamber of Commerce of Laredo, Texas, for an exhibit of road models, to be shown at a conference of the confederation of the Chambers of Commerce of Mexico, beginning April 12, 1923.

A memorandum addressed to the Secretary of State respecting our participation in this conference was prepared by your bureau and submitted to me for signature. It has since developed that this memorandum as well as other arrangements concerning the proposed exhibit were handled by your bureau without reference to the Office of Exhibits until after all details had been completed. According to a ruling of the Solicitor of the Department, dated December 12, 1922, copy of which is attached herewith, the Department is not authorized to loan its exhibits to organizations or people in foreign countries. The Office of Exhibits was, of course, acquainted with these facts and had they been consulted they could have favored your bureau with this information, thereby obviating correspondence and the concluding of arrangements made. It is embarrassing to learn that the branch of the Department which is responsible for the exhibit work was not aware of what was being done within the Department until after all plans had been worked out.

Will you please issue instructions that hereafter all requests for exhibits with your recommendations be referred to the Office of the Assistant Secretary, who has been asked by the Secretary to act as Director of Extension, in Charge of the Office of Exhibits and charged with the Department's exhibit work.

Sincerely,

(Signed) C. W. Pugsley.

(Typed) C. W. Pugsley, Assistant Secretary.
Assistant Secretary

Enclosure

COPIED.

March 31, 1933.

MEMORANDUM FOR MR. T. H. MACDONALD,
Chief, Bureau of Public Roads.

Dear Mr. MacDonald:

An application was made by the Chamber of Commerce of Laredo, Texas, for an exhibit of road models, to be shown at a conference of the Chamber of Commerce of Mexico, held at Laredo, April 12, 1933.

A memorandum addressed to the Secretary of State requesting our participation in this conference was prepared by your Bureau and submitted to me for signature. It has since developed that this memorandum as well as other arrangements concerning the proposed exhibit were handled by your Bureau without reference to the Office of Exhibits until after all details had been completed. According to a ruling of the Solicitor of the Department, dated December 12, 1932, copy of which is attached herewith, the Department is not authorized to loan its exhibits to organizations or people in foreign countries. The Office of Exhibits, was, of course, acquainted with these facts and had they been consulted they could have favored your Bureau with this information, thereby obviating correspondence and the concluding of arrangements made. It is embarrassing to learn that the branch of the Department which is responsible for the exhibit work was not aware of what was being done within the Department until after all plans had been worked out.

Will you please issue instructions that hereafter all requests for exhibits with your recommendations be referred to the Office of the Assistant Secretary, who has been asked by the Secretary to act as Director of Exhibits, in Charge of the Office of Exhibits and charged with the Department's exhibit work.

Sincerely,

(Signed) C. W. Tinsley,
Assistant Secretary.

Enclosure

COPIES

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE ASSISTANT SECRETARY,
WASHINGTON.

EXHIBITS

March 8, 1923.

MEMORANDUM FOR COL. W. B. GREELEY
Forest Service.

Dear Colonel Greeley:

An application was made by Mr. Lincoln Bancroft, General Manager, New York Electrical and Industrial Exposition, to be held at the Grand Central Palace, October 17 to 27 this year, for an exhibit from the Department of Agriculture. Mr. Bancroft called at the Office of Exhibits today to discuss the matter. It developed during the discussion that he had also been in correspondence with the Forest Service concerning this exhibit. Having told him that the matter of an exhibit would be taken up with the various Bureaus of the Department, it was embarrassing to have him learn that the branch of the Department which is responsible for the exhibit work was not aware of what was being done within the Department in this matter.

Will you please issue instructions, therefore, that hereafter all requests for exhibits be referred to the Office of the Assistant Secretary who has been asked by the Secretary to act as Director of Extension in charge of the Office of Exhibits, and charged with Department exhibit work?

With best wishes, I am

Sincerely,

(Signed) C.W. Pugsley.
Assistant Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON

EXHIBITS

March 8, 1908.

MEMORANDUM FOR THE ASSISTANT SECRETARY
FROM: [illegible]

From the [illegible] of [illegible]
An application was made by Mr. Lincoln Bannock, General
Manager, [illegible] and [illegible] [illegible]
held at the Grand Central Palace, October 17 to 27 this year.
[illegible] [illegible] [illegible] [illegible] [illegible]
called at the Office of Exhibits today to discuss the matter.
It developed during the discussion that he had also been in
correspondence with the Forest Service concerning this exhibit.
Having told him that the matter of an exhibit would be taken
up with the various Bureaus of the Department, it was embarrassing
to have him learn that the Bureau of the Department which is
responsible for the exhibit [illegible] [illegible] [illegible]
done within the Department in this matter.

Will you please issue instructions, therefore, that here-
after all requests for exhibits be referred to the Office of the
Assistant Secretary who has been named by the Secretary, so that no
Director is concerned in cases of exhibits of this kind, and
[illegible] with Department exhibit work?

With best wishes, I am

Sincerely,

(Signed) C.W. Tugsey,
Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 18, 1936

MEMORANDUM NO. 445

FILED
OCT 16 1936 W
Please return to
the Secretary's File Room

Representative on Federal Specifications Board.

FILE
P. L. GLADMON.

Mr. Paul D. Kelleter, Director of Purchases and
Sales, is hereby designated as the Department representa-
tive on the Federal Specifications Board vice Mr. S. A.
Postle.

E. H. Marvine

Acting Secretary.

W. H. G.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

JUL 18 1923

MEMORANDUM NO. 445.

Representative on Federal Specifications Board.

Mr. Paul D. Kelleter, Director of Purchases and Sales, is hereby designated as the Department representative on the Federal Specifications Board vice Mr. S. A. Postle.

C. H. Marwin
Acting Secretary.

NOTE: Relative on 11-11-11 10:00 AM 1991

2-11-11 11:00 AM 1991

11-11-11 10:00 AM 1991

11-11-11 10:00 AM 1991

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

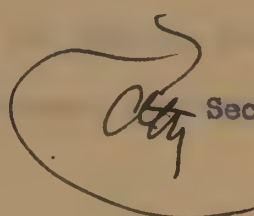
July 24, 1923.

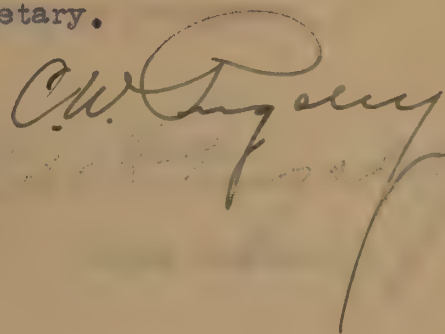
Memorandum No. 446

FILE
P.L. GLADMON

PR 11

A graduate nurse has been appointed in the Department and upon request of the Bureaus will visit employees detained at home by sickness and render assistance if desired, reporting to the bureau head whatever further action may be necessary in each case. The Department nurse will be stationed in the Emergency Medical Room in the basement of the Main Building (Telephone #26) and when not out on visiting duty, will be available for the first-aid treatment of employees injured or taken sick while on duty. In her absence another employee will be available for such duty in the Emergency Medical Room as heretofore.

 Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



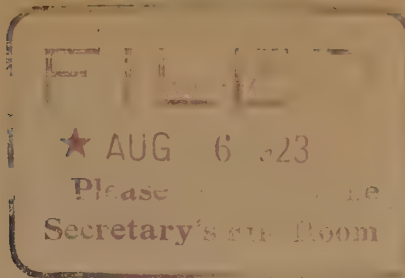
July 24, 1923.

MEMORANDUM NO. 446.

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C. M. Pugsley
Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 13, 1923.

Memorandum No. 447.

Changes in Departmental Purchasing Procedure.

Beginning August 14, 1923, the following changes relative to purchasing procedure will be effective:

- (1) The Department Board of Awards is abolished and the duties heretofore devolving on the Board will be assumed by the Office of the Director of Purchases and Sales. Acceptance of bids will be by the Director. Before approval is had recommendation of the bureau procuring the articles will be obtained.
- (2) All purchase requisitions heretofore approved by the Secretary of Agriculture, as provided by Paragraph 64 of the Fiscal Regulations, will hereafter be approved by the Director of Purchases and Sales.
- (3) The Director of Purchases and Sales is authorized to waive newspaper advertising and execution of contract and bond, where such action is recommended by the bureau concerned.
- (4) The Department representative on the General Supply Committee will, in his capacity of such representative, report to the Director of Purchases and Sales.

The changes herein ordered will facilitate the handling of the purchasing work of the Department through elimination of unnecessary routine procedure and at the same time will increase the opportunity of the Director of Purchases and Sales to effect savings and render more efficient service to the various branches of the Department.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 13
~~July 24~~, 1923.

Memorandum No. 447

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(2) All purchase requisitions heretofore approved by the Secretary of Agriculture, as provided by Paragraph 64 of the Fiscal Regulations, will hereafter be approved by the Director of Purchases and Sales.

(3) The Director of Purchases and Sales is authorized to waive newspaper advertising and execution of contract and bond, where such action is recommended by the bureau concerned.

(4) The Department representative on the General Supply Committee will, in his capacity of such representative, report to the Director of Purchases and Sales.

The changes herein ordered will facilitate the handling of the purchasing work of the Department through elimination of unnecessary routine procedure and at the same time will increase the opportunity of the Director of Purchases and Sales to effect savings and render more efficient service to the various branches of the Department.

Samuel Wallace

Secretary.

1933

...

(1) The Department Board of Awards is abolished and the duties...

(2) All purchase transactions heretofore approved by the Secretary...

(3) The Director of Purchases and Sales is authorized to receive...

(4) ...

more efficient service to the various branches of the Department.

...

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

July 6, 1923.

Memorandum No. _____

CHANGES IN DEPARTMENTAL PURCHASE PROCEDURE.

Beginning _____ the following changes relative to purchasing procedure will be effective:

The Director of Purchases and Sales will be the Department representative on the Federal Specifications Board.

1. The Department Board of Awards is abolished and the duties heretofore devolving on the Board will be assumed by the Office of the Director of Purchases and Sales. Acceptance of bids will be by the Director. Before approval is had recommendation of the bureau procuring the articles will be obtained.

2. All purchase requisitions heretofore approved by the Secretary of Agriculture, as provided by Paragraph 64 of the Fiscal Regulations, ^{hereafter} will be approved by the Director of Purchases and Sales.

3. The Director ^{of P & S} is authorized to waive newspaper advertising and execution of contract and bond, where such action is recommended by the bureau concerned.

4. The Department representative on the General Supply Committee will, in his capacity of such representative, report to the Director of Purchases and Sales.

The changes herein ordered will facilitate the handling of purchasing work of the Dept through elimination of unnecessary routine procedure and at the same time will ~~increase~~ ^{increase} the opportunity of the D of P & S to effect savings and render more effectent service to the ^{various branches of} Dept.

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

B

MEMORANDUM NO. 448

August 29, 1923

Board of Survey.

Effective September 1, 1923, the Department Board of Survey in Washington will function under the direction of the Director of Purchases and Sales. The Board will be composed of the following:

B. H. Dutrow, Chairman.

C. C. Wilson.

H. A. Nelson.

The chief clerk or other designated officer of each bureau of the Department will have all unserviceable articles, as well as all other articles which are of no further use to the bureau in Washington, turned over on the first and third Monday of each month to the Board for issue to other bureaus, to place in stock in the Department supply room, to deliver to the Mechanical Superintendent for salvage of such parts as may be useful, or if not needed by any branch of the Department for delivery to the General Supply Committee as required by law.

The Board shall also order and supervise the destruction of articles which are absolutely worthless or cannot be utilized in the Department or by the General Supply Committee.

Mr. Dutrow will continue to handle the sale of all surplus perishable products from the various bureaus.

Samuel Wallace

Secretary.

Wal



THE HISTORY OF THE

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CHARLES THE FIRST

BY

JOHN BURNET

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THE HISTORY OF THE
REIGN OF
CHARLES THE FIRST
BY
JOHN BURNET

AUG 29 1923

MEMORANDUM NO. 448

Board of Survey.

Effective September 1, 1923, the Department Board of Survey will function under the direction of the Director of Purchases and Sales. The Board will be composed of the following:

B. H. Dutrow, Chairman.
C. T. Forster.
C. C. Wilson.
H. T. O'Neale.
H. A. Nelson.

The chief clerk or other designated officer of each bureau of the Department will have all unserviceable articles, as well as all other articles which are of no further use to the bureau, turned over on the first and third Monday of each month to the Board for issue to other bureaus, to place in stock in the Secretary's supply room, to deliver to the Mechanical Superintendent for salvage of such parts as may be useful, or if not needed by any branch of the Department for delivery to the General Supply Committee as required by law.

The Board shall also order and supervise the destruction of articles which are absolutely worthless or cannot be utilized in the Department or by the General Supply Committee.

Mr. Dutrow will continue to handle surplus perishable products from the various bureaus.

Secretary's File Room
(Original)

Wm. C. Wallace
Secretary.

Memorandum

TO : Mr. Tolson

FROM : Mr. E. A. Tamm

SUBJECT: Proposed amendments to the Federal Rules of Criminal Procedure

Reference is made to the proposed amendments to the Federal Rules of Criminal Procedure, which are being considered by the Department of Justice.

The proposed amendments are being considered by the Department of Justice, and it is suggested that they be approved by the Department.

The proposed amendments are being considered by the Department of Justice, and it is suggested that they be approved by the Department.

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The proposed amendments are being considered by the Department of Justice, and it is suggested that they be approved by the Department.

Very truly yours,
E. A. Tamm

Enclosure

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 13, 1922.

MEMORANDUM NO. 400

Board of Survey.

B. H. Dutrow, Officer in Charge of Supplies, Secretary's Office, has been designated Chairman of the Board of Survey, vice C. B. Lower, retired, with C. T. Forster, C. C. Wilson, Hugh T. O'Neal, and ~~Geo. H. Safford~~, as associate members of the Board. The personnel of the Board of Survey is as follows:

B. H. Dutrow, Chairman.
C. T. Forster.
C. C. Wilson.
Hugh T. O'Neal.
~~Geo. H. Safford.~~ *H. A. Nelson*

(a) The chief clerk or other designated officer of each bureau of the Department will have all unserviceable articles, as well as all other articles which are of no further use to the bureau, turned over on the first and third Monday of each month to the ~~Officer in Charge of Supplies~~ *Board* for issue to other bureaus, to place in stock in the Secretary's supply room, to deliver to the Mechanical Superintendent for salvage of such parts as may be useful, or if not needed by any branch of the Department for delivery to the General Supply Committee as required by law.

The Board shall also order and supervise the destruction of articles which are absolutely worthless or cannot be utilized in the Department or by the General Supply Committee.

#
Wm. H. Dutrow
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from the
Henry Wallace
Secretary.

1890

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Sept. 1
~~August 22~~, 1923.

FILED
OCT 16 1923
U.S. DEPT. OF AGRICULTURE
WASHINGTON
File

MEMORANDUM NO. 449.

Designation of Director of Regulatory Work.

with Effective October 1, 1923, Walter G. Campbell, at present Acting Chief of the Bureau of Chemistry, will become Director of Regulatory Work of the Department. The Director of Regulatory Work will have general supervision of the regulatory work of the Department, such other activities as may be assigned, and will advise with the Secretary, chiefs of bureaus, and others, with regard to:

- (1) The formulation, consideration, and establishment of plans and policies affecting regulatory activities;
- (2) The coordination and correlation of such activities in the bureaus and offices of the Department, and the arrangement of cooperation with other Departments or branches of the Government, State agencies, etc;
- (3) The review, preparation, and approval for issuance or publication of statements, notices, instructions, orders, regulations, decisions, etc., covering regulatory matters;
- (4) Matters affecting the personnel engaged in regulatory work, *and*
- (5) Such other duties as later may be determined.

Henry Wallace

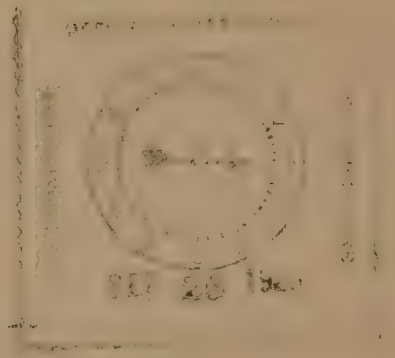
Secretary.

October 1, 1935, Walter G. Campbell, at present
Director of the Bureau of Chemistry, will become Director
of the Bureau of Investigation. He will continue to
be in charge of the Bureau of Investigation and will
advise with the Secretary, chiefs of bureaus, and others, with
reference to:

(1) The formation, consideration, and establish-
ment of plans and policies affecting regulatory activities.

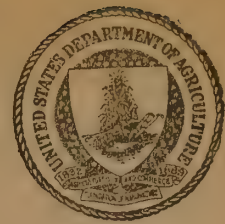
The coordination and correlation of such activities
in the bureaus and offices of the Department, and the

(2) Such other duties as later may be determined.





U. S. DEPARTMENT OF AGRICULTURE
Office of the Secretary
Press Service



Release - Immediate

August 17, 1923

WALTER G. CAMPBELL TO BE
DIRECTOR OF REGULATORY WORK

- - -

Appointment of Walter G. Campbell, now Acting Chief of the Bureau of Chemistry, as Director of Regulatory Work of the United States Department of Agriculture, a new position created by Congress, is announced by Secretary of Agriculture Wallace. In his new position Mr. Campbell will assist the Secretary of Agriculture in administering the law enforcement work of the department. It is expected that he will take up his new duties about October 1 upon the arrival of Dr. C. A. Browne, the new Chief of the Bureau of Chemistry. As Director of Regulatory Work for the department, Mr. Campbell will, under the Secretary, have the general supervisory administration of the regulatory acts which it enforces. Among the most important of these is the Food and Drugs Act, the Meat Inspection Act, the Insecticide and Fungicide Act, the Plant Quarantine Act, the Tea Inspection Act, the Migratory Bird Treaty Act, the Cotton Futures Act, the Grain Standards Act, the Warehouse Act, the Packers and Stockyards Act, the Future Trading Act, and Naval Stores Act.

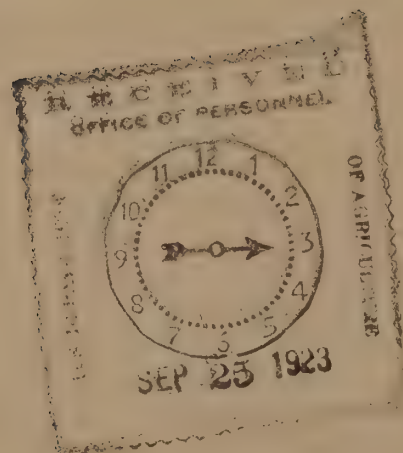
Mr. Campbell is a lawyer by profession. He received the A. B. degree from the University of Kentucky in 1902 and the LL.B. degree from the University of Louisville in 1906. He opened a law office in Louisville immediately after completing the course in law and soon became interested in legal phases of food control work, being retained by the Kentucky Experiment Station to look after the

enforcement of State food laws in Louisville and its vicinity.

Mr. Campbell was appointed Chief Food and Drug Inspector in the Bureau of Chemistry in 1907 to organize the inspection work in the enforcement of the Federal Food and Drugs Act which became effective that year. He developed and put into effect plans that soon placed the inspection work on a high plane of efficiency. A corps of inspectors, most of whom had little previous experience in the work, was developed into an effective enthusiastic organization for supervising interstate traffic in food and drugs. Under his leadership this work became so effective that when the entire Food and Drugs Law enforcement work of the Bureau was reorganized in 1914, Mr. Campbell was selected as Chief of the Eastern Food and Drug Inspection District. Here he had charge of the supervision of both the interstate and foreign commerce in food and drugs throughout the entire eastern section of the United States from Canada to the Gulf and as far west as Ohio. In this position he developed a project system for handling regulatory work that enabled the Bureau to make big economies in time and money.

In 1916 Mr. Campbell was appointed Assistant Chief of the Bureau of Chemistry, directing the enforcement of the Food and Drugs Act throughout the entire country. Upon the resignation of Dr. Carl L. Alsberg in July, 1921, Mr. Campbell was appointed Acting Chief of the Bureau. He was ineligible for the position of Chief as the law requires the holder of that position to be a chemist.

During the two years Mr. Campbell has had full charge of enforcing the Food and Drugs Act he has increased the efficiency of the work by perfecting the project system. This system provides a plan of operation, by means of which all the organization units of the Bureau located in different sections of the country work together toward the same end. In this way various forms of adulteration and misbranding are attacked in all sections of the country at once and checked or eliminated entirely in a short time with the least expenditure of time and funds. The form of organization and the system developed for the enforcement of the Food and Drugs Act has been used as a model for the enforcement of other Federal statutes.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILE
★ OCT 16 1923
Please return to
the Secretary's File Room.

September 5, 1923.

MEMORANDUM NO. 450

FILE
P. L. GLADMON.

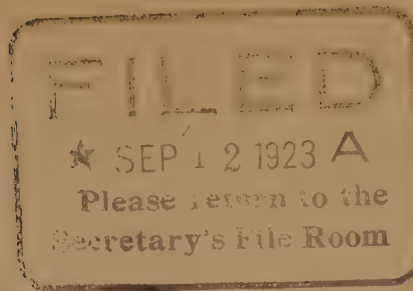
L. J. Haynes Acting in Charge of Publications.

Mr. L. J. Haynes is hereby designated as Acting in Charge of the Office of Publications, comprising, with the exception of the Press Service, the units referred to in paragraph 2 of Department Memorandum 436, issued June 8, 1923. In this capacity Mr. Haynes, in addition to continuing his present work in connection with the examination of manuscript, will, until further order, have general direction of the editorial and publication work of the Department, including the personnel engaged therein, and immediate supervision of the Departmental offices of editorial, illustration, ^{and} distribution work and the central addressing, duplicating and mailing section.

Samuel Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



September 5, 1923.

MEMORANDUM NO. 450

L. J. Haynes Acting in Charge of Publications.

Mr. L. J. Haynes is hereby designated as Acting in Charge of the Office of Publications, comprising, with the exception of the Press Service, the units referred to in paragraph 2 of Department Memorandum 436, issued June 8, 1923. In this capacity Mr. Haynes, in addition to continuing his present work in connection with the examination of manuscript, will, until further order, have general direction of the editorial and publication work of the Department, including the personnel engaged therein, and immediate supervision of the Departmental offices of editorial, illustration, and distribution work and the central addressing, duplicating and mailing section.

Kenneth Wallace

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 24, 1923.

MEMORANDUM NO. 451.

Designation of Director of Extension Work.

Effective September 24, 1923, Clyde W. Warburton will become Director of Extension Work of the Department. The Director of Extension Work will have general direction and supervision of all extension activities of the Department, and such other activities as may be assigned, and will advise with the Secretary, chiefs of bureaus, and others, with regard to:

(1) The formulation, consideration, and establishment of plans and policies affecting extension work;

(2) The coordination and correlation of such activities in the bureaus and offices of the Department, and the arrangement of cooperation with other Departments or branches of the Government, State agencies, etc.;

(3) The review, preparation, and approval for issuance or publication of statements, orders, circulars, and bulletins concerning extension activities;

(4) Matters affecting the personnel engaged in extension activities; and

(5) Such other duties as later may be determined.

By Department memorandum 436, issued June 8, 1923, the Offices of Extension Work, Exhibits, and Motion Pictures, were transferred to the Office of the Director of Extension Work.

Henry Wallace
Secretary.

The Director will be responsible for the supervision of the work of the Bureau of Prisons. He will be assisted by the Assistant Director, who will be responsible for the supervision of the work of the Bureau of Prisons. The Director will be responsible for the supervision of the work of the Bureau of Prisons. He will be assisted by the Assistant Director, who will be responsible for the supervision of the work of the Bureau of Prisons. The Director will be responsible for the supervision of the work of the Bureau of Prisons. He will be assisted by the Assistant Director, who will be responsible for the supervision of the work of the Bureau of Prisons.

(1) The formation, consideration, and establishment of plans and policies affecting extension work;

(2) The coordination and correlation of such work with the work of the various departments of the Government, State agencies, etc.;

(3) The review, preparation, and approval for issuance of regulations, orders, circulars, and other instructions affecting extension activities;

(4) Matters affecting the personnel engaged in extension activities; and

(5) Such other duties as later may be determined.

Referred to the Office of the Director of Extension Work.

August 16, 1923.

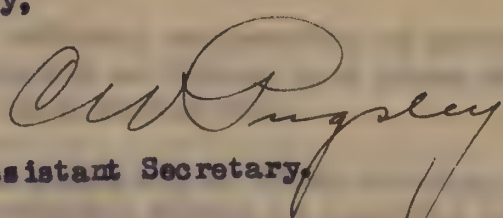
MEMORANDUM FOR MEMBERS OF THE
TERMINOLOGY COMMITTEE.

Dear Mr. Jump:

You will find attached the following:

1. Statement showing final action taken by the Terminology Committee on the spelling, definition and use of agricultural words and terms.
2. Assignments made to members of the Terminology Committee upon which final action has not been taken.
3. Report of the meeting of the Terminology Committee held in my office on August 13, 1923.

Sincerely,


Assistant Secretary.

Inclosures.

Mr. W.A. Jump,

Office of the Secretary.

W
Let me have
this when a
Chairman is
named to
take the
place on this
Committee
J

August 12, 1923.

MEMORANDUM FOR MEMBERS OF THE
TERMINOLOGY COMMITTEE.

Dear Mr. Lump:

You will find attached the following:

1. Statement showing final action taken by the Terminology Committee on the spelling, definition and use of agricultural words and terms.
2. Assignments made to members of the Terminology Committee upon which final action has not been taken.
3. Report of the meeting of the Terminology Committee held in my office on August 12, 1923.

Sincerely,

Assistant Secretary.

Inclosures.

Mr. W. A. Lump.

Office of the Secretary.

TERMS ON WHICH TERMINOLOGY COMMITTEE
HAS TAKEN FINAL ACTION

TERMS ADOPTED

Brahman (Zebu)
(To be used instead of Brahma)

purebred
(To be used instead of pure-bred
or pure bred)

livestock
(To be used instead of live-stock
or live stock)

butterfat
(To be used instead of butter-fat
or butter fat)

census

survey

count

estimate

forecast

DEFINITIONS

Strictly speaking, white Zebu bulls, regarded as sacred by the adherents of the religion of Brahma. Proposed by the U.S. Department of Agriculture to be used as synonymous with Zebu (*Bos indicus*), the humped cattle of India.

Bred from the best or purest blood; of a breed kept pure for many generations.

Domestic animals kept for farm purposes, especially, marketable animals such as cattle, horses, hogs, sheep and goats.

A milk fat, the natural fat of cow's milk, chemically a mixture of nine or more glycerides.

An official enumeration of persons, property or things in a given area as of a stated time.

The gathering of facts relating to particular things in specific areas.

An accurate enumeration of samples, selected to represent the whole.

An expression of judgment regarding what is true at any given time as to value, amount, size or character, based upon partial data, past relationships, calculation, appraisal, and general knowledge of the subject under consideration.

A statement of what may be expected to happen, based upon present conditions and observations interpreted in the light of previous experience.

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Strictly speaking, while the word
regarded as being in the
of the religion of India. The
of the word is not to be used as synonymous with
the word (the word), the word is
of India.

Bred from the best or purest blood;
of a breed kept pure for many genera-
tions.

These animals are for the most part
pure, especially, the word is used
as a general term, the word is
not used.

This is the word used in the
milk, chemically a mixture of water and
more glycerides.

An official enumeration of persons,
property or things in a given area
as of a stated time.

The gathering of facts relating to
particular things in specific areas.

An accurate enumeration of samples,
selected to represent the whole.

An expression of judgment regarding
what is true at any given time as
to value, amount, size or character,
based upon partial data, such as
partial, partial, partial, partial,
and general knowledge of the
and partial knowledge.

A statement of what may be expected to
be based upon previous experience
and observations interpreted in the
light of previous experience.

thresh

(To be used instead of thrash)

To beat out or separate, as seeds from straw, chaff or pods.

National Forest

(To be used instead of national forest)

A tract of land belonging to the United States, which has been reserved by Congress or by Presidential order for purposes of forest and watershed protection and for continuous timber production.

sorghum

Botanically, plants of Holcus sorghum L., in the broad sense, and of H. halepensis L., including broomcorn, durra, kafir, milo, sorgo, Sudan grass, Johnson grass, etc.

kafir

(Instead of kaffir or kafir corn)

A group of semi juicy-stemmed sorghum varieties grown for grain and forage. Erroneously called "kafir or kaffir corn".

milo

(Instead of milo maize)

A group of pithy-stemmed sorghum varieties, grown chiefly for grain. Erroneously called "milo maize". Compare durra and feterita.

broomcorn

(Instead of broom-corn or broom corn)

A group of sorghum varieties grown for broom-making.

sorgo

(Instead of cane sorghum, saccharine sorghum or sweet sorghum)

A group of sweet-juiced sorghum varieties grown for sirup and forage. Known also as sorghum, saccharine sorghum, sirup sorghum, and sweet sorghum, and erroneously as "cane" and "sugar cane".

potato

(The official common name of Solanum tuberosum; to be used instead of white potato, round potato or Irish potato)

The plant Solanum tuberosum or one of its esculent tubers, locally known as Irish, white, round, or common potato.

sweet potato

(The official common name of Ipomoea Batatas)

The plant Ipomoea Batatas or one of its fleshy esculent roots, erroneously known as "yam" in some parts of the South.

AMERICAN ASSOCIATION OF ZOOLOGISTS
FOR 1911.

Mr. J. L. Bell

To report on the progress of the American Association of Zoologists.

To report on the progress of the American Association of Zoologists.

To report on the progress of the American Association of Zoologists.

To report on the progress of the American Association of Zoologists.

To report on the progress of the American Association of Zoologists.

Mr. J. L. Bell

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To report on the progress of the American Association of Zoologists.

Mr. J. L. Bell

To report on the progress of the American Association of Zoologists.

To report on the progress of the American Association of Zoologists.

Use of footnotes for scientific names of plants, etc., in Farmers' Bulletins.

T. G. Shearman:

To report on a term to designate areas set aside for protection of game by National and State legislation.

Mr. E. H. Walker stated that he had not consulted with the Commission on "Reserves" as it appeared to him that the Commission was following a course which was suggested by the Commission. Mr. Walker stated that he would not make a resolution unless the Commission was of the opinion that it should be made clear that the Commission was in an emergency or some other situation.

A statement of what was to be done in regard to the Commission's position on the subject of game reserves.

It was suggested that the Commission might want to set aside the term for the Commission but that it was not clear enough to cover all good uses of the term. Mr. Walker suggested that when we publish our definitions a note should accompany them stating just what was meant.

It was agreed that the Commission should recommend a resolution to the Secretary of the Interior and the Secretary of the Interior should be the one to make the final decision. It was also agreed that the Commission should send a letter to the Public Printer asking that these words be incorporated in the Style Book.

The Commission's report was adopted by Mr. E. H. Walker and Mr. G. H. Walker and was adopted by the Commission.

It was agreed that the Commission should make a study of the term "Reserve" and report on it.

The Commission's report was adopted by Mr. E. H. Walker and Mr. G. H. Walker and was adopted by the Commission.

Reserve areas of land belonging to the United States, which have been reserved by Congress or by Presidential order for purposes of forest and watershed protection and for continuous timber production.

The following definitions suggested by Mr. E. H. Walker were adopted:

Reserve: A tract of land owned by the United States, which has been reserved by Congress or by Presidential order for purposes of forest and watershed protection and for continuous timber production.

Use of footnotes for scientific names of plants, etc., in Farmers' Bulletins.

I. H. Thompson:

To report on a farm to determine areas set aside for protection of birds of national and state legislation.

MINUTES OF THE MEETING OF THE TERMINOLOGY
COMMITTEE AUGUST 13, 1923.

(For the information of the Secretary of Agriculture and members of the Committee, only -- not for distribution.)

Those present were Dr. E. D. Ball, Dr. H. C. Taylor, Dr. W. A. Taylor, Mr. E. C. Powell, and Mr. Capen (for Mr. Russell), and the Assistant Secretary.

Mr. Pugsley asked if there were any comments on list of terms on which the committee had taken final action (List sent to Committee members on May 1.)

Dr. H. C. Taylor stated that he was not satisfied with the definition of "forecast" as it appeared in the list and suggested the following definition which was agreed to by the Committee. (Dr. Ball stated that he would not raise a question against this definition but that it was not correct as it should be made clear that the forecast was based on an assumption of normal conditions.)

A statement of what may be expected to happen, based on present conditions and observations interpreted in the light of previous experience.

It was suggested that this definition might cover our use of the term in the Department but that it was not broad enough to cover all good usage of the term. Dr. Ball suggested that when we publish our definitions a note should accompany them showing just what they cover.

It was agreed that the Assistant Secretary should transmit a memorandum to the Secretary showing the final action taken by the Committee on various terms and at the same time transmit a suggested letter to the Public Printer asking that these words be incorporated in the Style Book.

The definition of thresh~~ed~~ submitted by Dr. W. A. Taylor was discussed and finally adopted changed as follows:

To beat out or separate, as seeds from straw, chaff or pods.

The definition of National Forest submitted by Mr. Shearman was adopted without change:

National Forest: A tract of land belonging to the United States, which has been reserved by Congress or by Presidential order for purposes of forest and watershed protection and for continuous timber production.

The following definitions submitted by Dr. W. A. Taylor were adopted:

Sorghum: Botanically plants of Holcus sorghum L., in the broad sense and of H. halepensis L., including broomcorn, durra, kafir, milo, sorgo, Sudan grass, Johnson grass, etc.

REPORT OF THE COMMISSIONER OF THE LAND OFFICE
FOR THE YEAR 1900

The following is a summary of the work done by the Land Office during the year 1900.

The Land Office has been very busy during the year 1900, and has accomplished much work.

The following is a list of the principal items of work done by the Land Office during the year 1900.

1. The Land Office has been very busy during the year 1900, and has accomplished much work.

2. The Land Office has been very busy during the year 1900, and has accomplished much work.

3. The Land Office has been very busy during the year 1900, and has accomplished much work.

4. The Land Office has been very busy during the year 1900, and has accomplished much work.

5. The Land Office has been very busy during the year 1900, and has accomplished much work.

6. The Land Office has been very busy during the year 1900, and has accomplished much work.

7. The Land Office has been very busy during the year 1900, and has accomplished much work.

8. The Land Office has been very busy during the year 1900, and has accomplished much work.

9. The Land Office has been very busy during the year 1900, and has accomplished much work.

10. The Land Office has been very busy during the year 1900, and has accomplished much work.

Kafir: A group of semijaw-stemmed sorghum varieties grown for grain and forage. Erroneously called "kafir corn."

Milo: A group of pithy-stemmed sorghum varieties, grown chiefly for grain. Erroneously called "milo maize." Compare durra and feterita.

Broomcorn: 1. A group of sorghum varieties grown for broom-making.
2. The cured brush (panicles) of the broomcorn plant.

Sorgo: A group of sweet-juiced sorghum varieties grown for sirup and forage. Known also as sorghum, saccharine sorghum, sirup sorghum, and sweet sorghum, and erroneously as "cane" and "sugar cane."

Potato: The plant Solanum tuberosum or one of its esculent tubers, locally known as Irish, white, round, or common potato.

Sweet Potato: The Plant, or one of its fleshy esculent roots, (Ipomoea batatas.) erroneously known as "yam" in some parts of the South.

Dr. W. A. Taylor submitted a report on the term "soybean" copy of which is attached. This will be considered by the Committee at a later meeting.

Dr. W. A. Taylor was asked to report on the words "transmissible" "propagatable," and "inheritable." Copy of letter from Mr. C. S. Pomeroy, Pomologist, Bureau of Plant Industry, Riverside, California, requesting that these words be considered was sent to each member of the committee on May 12.

Dr. W. A. Taylor was asked to report on the term "bluegrass." Copy of letter from Mr. Jewell Mayes, Secretary, Missouri State Board of Agriculture, with reference to this word was furnished each member of the committee on June 13.

Dr. Ball submitted a preliminary report on the matter of the order of appearance of Bureaus in organization lists. Copy of list showing order in which names of Bureaus should appear, as suggested by Dr. Ball is attached. Dr. Ball stated that this is a logical order; the general officers of the Department coming first, with the Bureaus arranged, as far as possible, according to size; the four larger Bureaus which represent the main divisions of agriculture coming first, followed by the smaller Bureaus; the Office of the Solicitor, Division of Accounts, and the Library, the three offices that serve the entire Department coming next, followed by the Boards which do not have the Status of Bureaus. The Packers and Stockyards and the Grain Administrations are of course connected with the Secretary's Office. Dr. Ball submitted a statement showing the Bureaus arranged according to the Budget Bureau plan, alphabetically, according to seniority of Chief and historically. Copy attached. He will bring in a further report on the matter.

Dr. Ball stated that for many years some of the Bureau chiefs and he, himself, have been using initials only in their names on bulletins and other publications and their names should not now be written in full in the organization lists. He stated that Dr. W. A. Taylor is known throughout the world, while

It has been the object of this study to determine the effect of the various factors mentioned above on the results of the tests.

The following table shows the results of the tests for the various factors mentioned above. The results are given in the form of a table, the columns of which are headed by the names of the factors, and the rows by the names of the tests.

The results of the tests for the various factors mentioned above are given in the following table. The results are given in the form of a table, the columns of which are headed by the names of the factors, and the rows by the names of the tests.

Table 1. Results of the tests for the various factors mentioned above. The results are given in the form of a table, the columns of which are headed by the names of the factors, and the rows by the names of the tests.

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UNITED STATES DEPARTMENT OF AGRICULTURE

Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C.,

August 13, 1923.

MEMORANDUM FOR THE COMMITTEE ON TERMINOLOGY.

Gentlemen:

In the interest of simplicity and clarity of terminology, it is recommended that the term "soybean" be spelled as a single word instead of being hyphenated or spelled as two words. While practice among agricultural writers is not yet unanimous, the term "soybean" has been adopted in recent publications of the Department and by the Experiment Stations of Illinois, Indiana, Mississippi, Missouri, New Jersey, North Carolina, Ohio, South Dakota, and Wisconsin. The term "soybean" as a single word is used as the title of the most comprehensive book on the subject yet published, "The Soybean", by Charles V. Piper and William J. Morse, the McGraw, Hill Book Company, Inc., New York, 1923.

The following definitions of the term "soybean" and of derivative terms requiring clarification, are recommended:

Soybean, n. 1. A leguminous plant native to eastern Asia, known to botanists as Soja max (L.) Piper; Glycine max (L.) Merrill; or Glycine hispida (Moench) Maxim. Also called soja bean, soya bean.

2. In the plural, the seeds of the soybean taken collectively.

Ground soybeans. Soybeans ground without removal of the oil.

Soybean meal. Soybeans ground rather coarse without removal of the oil.

Soybean flour. Soybeans ground fine without removal of the oil.

Soybean cake. Cakes or masses of crushed soybeans after the oil is extracted.

Soybean-cake meal. Soybean cake ground rather coarse.

Soybean-cake flour. Soybean cake ground fine.

Prof. Morrison, of the University of Wisconsin, has brought to our attention confusing use of the expression "Soybean meal", which has been applied both to ground soybeans and ground soybean cake after the oil has been extracted.

The definitions suggested above are intended to clarify this situation and prevent any confusion of these materials, either in discussion of their chemical composition or their nutritive or monetary value.

Very truly yours,

W. A. TAYLOR,

Chief of Bureau

THE UNITED STATES DEPARTMENT OF AGRICULTURE

Secretary of Agriculture-----	Henry C. Wallace.
Assistant Secretary-----	Charles W. Fugatey.
Director of Scientific Work-----	Elmer D. Ball.
Director of Regulatory Work-----	-----
Director of Extension Work-----	-----
Weather Bureau-----	Charles F. Marvin, Chief.
Bureau of Animal Industry-----	John R. Mohler, Chief.
Bureau of Plant Industry-----	William A. Taylor, Chief.
Bureau of Agricultural Economics-----	Henry C. Taylor, Chief.
Forest Service-----	William B. Greeley, Chief.
Bureau of Chemistry-----	Walter G. Campbell, Acting Chief.
Bureau of Soils-----	Milton Whitney, Chief.
Bureau of Entomology-----	Leland O. Howard, Chief.
Bureau of Biological Survey-----	Edward W. Nelson, Chief.
Bureau of Public Roads-----	Thomas H. MacDonald, Chief.
Fixed-Nitrogen Research Laboratory-----	Frederick G. Cottrell, Director.
Bureau of Home Economics-----	-----
Office of the Solicitor-----	Robert W. Williams, In Charge.
Library-----	Claribel R. Barnett, Librarian.
Division of Accounts and Disbursements-----	Almerico Zappone, Chief.
Federal Horticultural Board-----	Charles L. Marlatt, Chairman.
Insecticide and Fungicide Board-----	John K. Haywood, Chairman.
Packers and Stockyards Administration-----)	Chester Morrill, Assistant
Grain Future-Trading Act Administration-----)	to the Secretary, in Charge.

THE U. S. DEPARTMENT OF AGRICULTURE.

<u>Budget</u>	<u>Alphabetical</u>	<u>Historical</u>	<u>Seniority of Chief</u>
Secretary	Secretary	Secretary	Secretary
Ass't. Secretary	Ass't. Secretary	Ass't Secretary	Asst. Secretary
Dir. Sci. Work	Dir. Extension	Dir. Scientific Wk.	Dir. Scientific Wk
Dir. Reg. Work	Dir. Regulatory	Dir. Regulatory	Dir. Regulatory
Dir. Extension	Dir. Sci. Work	Dir. Extension	Dir. Extension
Weather	Accounts	Weather	Soils
B. A. I.	Agr. Econ.	BAI	Entomology
B. P. I.	B. A. I.	Library	BPI
Forestry	Biol. Surv.	Accounts	Library
Chemistry	Chemistry	Entomology	Accounts
Soils	Entomology	Soils	BAI
Entomology	Fed. Hort. Bd.	Chemistry	Fed. Hort.
Biol. Survey	F. N. R. Lab.	BPI	Insect. & Fung .
Library	Forestry	Forestry	Weather
Accounts	Grain Futures	Biol. Survey	Forestry
Home Econ.	Home Econ.	Fed. Hort.	Biol. Survey
Roads	Insect. & Fung.	Insect. & Fung.	Roads
B. A. E.	Library	Roads	BAE
Insect. & Fung.	Packers & Stocky.	F. N. R. Lab.	Packers & Stocky.
Fed. Hort. Bd.	BPI	Packers & S.	F. N. R. LAB.
(Fixed Nitro).	Roads	Grain Futures	Chemistry
(Pack. & Stocky.)	Soils	BAE	Home Econ.
(Grain Futures)	Weather	Home Econ.	

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G. & C. MERRIAM COMPANY,
(ESTABLISHED IN 1831.)
SPRINGFIELD, MASS.



PUBLISHERS OF GENUINE

WEBSTER'S DICTIONARIES
SINCE 1843

October 17, 1923.

Mr. W. A. Jump, Administrative Asst.,
Dept. of Agriculture,
Washington, D. C.

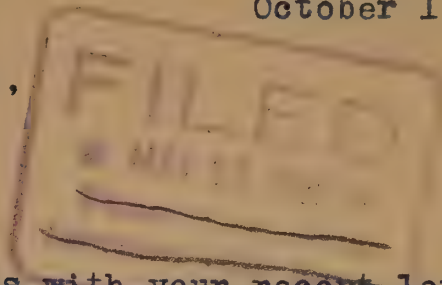
Dear Sir:

We thank you for sending us with your recent letter
copies of the memoranda already issued in connection with the work
of the Committee on Terminology of your Department.

We shall look forward to hearing from the new Chairman
of this Committee a little later.

Very truly yours,

G. & C. MERRIAM COMPANY
By *H. W. H.*



RECEIVED

TIME.....

OCT 19 1923

Office of the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

10-11-23

G. & C. Merriam Company,

Springfield, Mass.

Gentlemen:

In the absence from the city of Secretary Wallace I am acknowledging the receipt of your letter of October 8. In reply I am sending you the memorandums which have been issued in connection with the work of the Department Committee on Terminology. Assistant Secretary Pugsley, who previously was chairman of this committee, has resigned to take up the presidency of the South Dakota State College of Agriculture, and therefore the Secretary will appoint a new chairman at some time in the near future. I will place your letter in the hands of the new chairman of the committee when he is appointed, and am sure he will have in mind your desire to be kept in touch with the work of the committee and will appreciate the courtesy of your letter.

Sincerely yours,

W. A. Jump
Administrative Assistant.

Enclosures.

*Peterson
Went*

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

12-11-1914



12-11-1914
Washington, D.C.

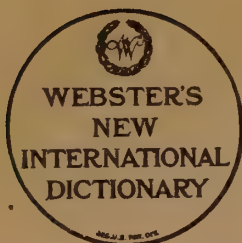
My dear Sir:

I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the matter of the proposed amendment to the act of March 3, 1907, relating to the export of certain agricultural products.

The Department is at present considering the same, and will endeavor to give it prompt attention.

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

Very truly yours,
[Signature]



G. & C. MERRIAM COMPANY,

(ESTABLISHED IN 1831.)

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SPRINGFIELD, MASS. October 8, 1923.

Hon. Henry C. Wallace,
Secretary of Agriculture,
Washington, D. C.

Dear Sir:

We have received from you the bulletin dated October 3, 1923, headed "Step Taken Toward Fixing Usage of Agricultural Words and Terms", bearing the serial number, at the end, of 314-24.

You may rest assured that we are greatly interested in the measures being taken by the Department toward standardizing the use of agricultural words. We regard this work as of exceptional importance and hope that you will be willing to keep us in close touch with everything that is done in this line.

We should be glad to know, if we may, the names of the members of the Committee who have charge of this work. Would it be of any advantage to this Committee to have at their disposal one or more copies of Webster's NEW INTERNATIONAL Dictionary, for use in this work? If so, we should be very glad to supply them.

Respectfully and truly yours,

A handwritten signature in cursive script, reading "G. & C. Merriam". The signature is written in dark ink and is positioned below the typed name "G. & C. Merriam" which is also visible in the block.

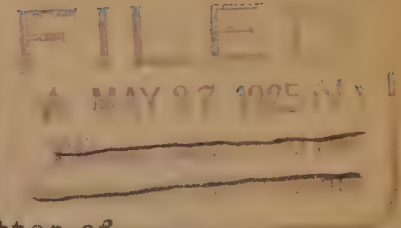
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TIME
OCT 9 - 1923
Office of the Secretary

THE SECRETARY OF THE
NAVY
WASHINGTON, D. C.

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Office of the Secretary

GOVERNMENT PRINTING OFFICE
OFFICE OF THE PUBLIC PRINTER
WASHINGTON

September 21, 1923.



My Dear Mr. Secretary:

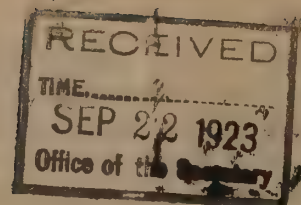
I have the honor to acknowledge receipt of your letter of September 4, transmitting copy of the report of your Committee on Terminology, showing the adoption by the Agriculture Department of one word and two word forms, certain capitalization, and spelling of 18 specified terms, with the request that same be incorporated in the Style Manual of the Government Printing Office.

In reply thereto you are advised that the lower-casing of kaffir has been approved and the one word forms have been adopted for use in the Style Manual hereafter. Your request for the capitalization of national forest has not, however, been approved.

Sincerely yours,

George H. Carter
Public Printer.

The Honorable
The Secretary of Agriculture,
Washington, D. C.



September 4, 1923.

Hon. George H. Carter,

The Public Printer.

Dear Mr. Carter:

A special committee on Terminology was appointed several months ago and asked to make a careful study of the form and usage of agricultural words with the idea of establishing a uniformity of usage within the Department. Agriculture is, as you will readily appreciate, a young and rapidly growing science, and as in the case of other sciences the terminology used undergoes processes of differentiation and refinement. In studying this problem the Committee found that as a usual thing the leading agricultural magazines and periodicals were the first to adopt these changes, followed by the bulletins of the Experiment Stations and the Department of Agriculture and standard textbooks. The dictionaries record usage as they find it and are therefore in rapidly growing sciences behind the best usage in these matters. In some cases apparently the dictionaries have not had anyone especially commissioned to look after the correction of their agricultural terminology. The Committee on Terminology hopes to be able to remedy this situation in future editions.

In arriving at its decisions the Committee consulted agricultural publications of various kinds, including farm papers, bulletins, etc. It also sought the advice of the leading agricultural scientists and educators of the country. I am convinced that the report embodies the best thought of the leading agricultural workers of today and is very conservative in the changes proposed.

For your information I am attaching a copy of the decisions so far reached and a digest of the reasons and arguments which led the Committee to its decisions with reference to the form of words and terms.

I trust that you will consider the possibility of the immediate use of this revised list for all Department of Agriculture publications and the incorporation of those not now included in the next edition of the Style Book.

Sincerely yours,

(Signed) Henry C. Wallace,

Secretary.

Enclosures.

TERMS ON WHICH TERMINOLOGY COMMITTEE
HAS TAKEN FINAL ACTION

TERMS ADOPTED

Brahman (Zebu)

(To be used instead of
Brahma)

purebred

(To be used instead of
pure-bred or pure bred)

livestock

(To be used instead of
live-stock or live stock)

butterfat

(To be used instead of
butter-fat or butter fat)

census

survey

count

estimate

forecast

thresh

(To be used instead of
thrash).

DEFINITIONS

Strictly speaking, white Zebu bulls, regarded as sacred by the adherents of the religion of Brahma. Proposed by the U.S. Department of Agriculture to be used as synonymous with Zebu (*Bos indicus*), the humped cattle of India.

Bred from the best or purest blood; of a breed kept pure for many generations.

Domestic animals kept for farm purposes, especially, marketable animals such as cattle, horses, hogs, sheep and goats.

A milk fat, the natural fat of cow's milk, chemically a mixture of nine or more glycerides.

An official enumeration of persons, property or things in a given area as of a stated time.

The gathering of facts relating to particular things in specific areas.

An accurate enumeration of samples, selected to represent the whole.

An expression of judgment regarding what is true at any given time as to value, amount, size or character, based upon partial data, past relationships, calculation, appraisement, and general knowledge of the subject under consideration.

A statement of what may be expected to happen, based upon present conditions and observations interpreted in the light of previous experience.

To beat out or separate, as seeds from straw, chaff or pods.

...strictly speaking, white people only, ... religion of ... proposed by the U.S. ... of ... to be used as ... (see ...), the ...

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National Forest

(To be used instead of
national forest)

A tract of land belonging to the United States, which has been reserved by Congress or by Presidential order for purposes of forest and watershed protection and for continuous timber production.

sorghum

Botanically, plants of Holcus sorghum L., in the broad sense, and of H. halepensis L., including broomcorn, durra, kafir, milo, sorgo, Sudan grass, Johnson grass, etc.

kafir

(Instead of kaffir or
kafir corn)

A group of semi juicy-stemmed sorghum varieties grown for grain and forage. Erroneously called "kafir corn" or kaffir.

milo

(Instead of milo maize)

A group of pithy-stemmed sorghum varieties, grown chiefly for grain. Erroneously called "milo maize". Compare durra and feterita.

Broomcorn

(Instead of broom-corn or
broom corn)

A group of sorghum varieties grown for broom-making.

sorgo

(Instead of cane sorghum,
saccharine sorghum or
sweet sorghum)

A group of sweet-juiced sorghum varieties grown for sirup and forage. Known also as sorghum, saccharine sorghum, sirup sorghum, and sweet sorghum, and erroneously as "cane" and "sugar cane."

potato

(The official common name
of Solanum tuberosum:
to be used instead of
white potato, round
potato or Irish potato)

The plant Solanum tuberosum or one of its esculent tubers, locally known as Irish, white, round, or common potato.

sweet potato

(The official common
name of Ipomoea Batatas)

The plant Ipomoea Batatas or one of its fleshy esculent roots, erroneously known as "yam" in some parts of the South.

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A group of sweet-tasting sorghums
varieties grown for syrup and food.
Grown also as sorghum, sometimes
called "sorghum", and sometimes
called "sorghum", and sometimes
called "sorghum".

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broom corn)

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November 20, 1923.

MEMORANDUM FOR MR. STALLINGS,
Division of Publications.

Dear Mr. Stallings:

Can you secure for us one copy each of the following
publications:

Compilation of Principal Laws of U.S. Relating
to Loans and Currency, 1909
Laws of U.S. Concerning Money, Banking and Loans,
1778-1909
National Bank Act

Sincerely,

Administrative Assistant.

DECLARATION OF THE
INDEPENDENT STATES OF AMERICA

1776

When in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

Resolved, That these United Colonies are, and of right ought to be, free and independent States, that they are absolved from all allegiance to the British Crown, and that all political connection with them is hereby and forever dissolved.

IN WITNESS WHEREOF, we the Representatives of the United Colonies by and with the advice and consent of the Congress, have hereunto set our hands and seals the fifth day of July, 1776.

JOHN ADAMS

JOHN ADAMS

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

October 11, 1923.

452

Mr. Secretary:

FILED
★ OCT 16 1923
Please return to the Secretary of the Board

Here is a Department memorandum proposed to be signed to put into effect the recommendations of the Terminology Committee approved by you and later by the Public Printer. From Mr. Carter's letter of September 21 attached you will note that the recommendation for the capitalization of "National Forest" has not been approved in so far as they are concerned. This is a matter which can be left for future consideration and negotiations by the Department committee.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 18, 1923.
~~October 6, 1923.~~

MEMORANDUM NO. 452,Department Terminology.

Hereafter the form and usage of the agricultural terms listed below will be followed in all Department correspondence, in copy going to the Government Printing Office, and in all material prepared by Department workers in their official capacity for publication by agencies outside of the Government. These forms have been recommended by the Department Committee on Terminology, approved by the Public Printer and will be incorporated in the Style Manual of the Government Printing Office.

(Terms)

(Definitions)

Brahman (Zebu)

(To be used instead of
Brahma)

Strictly speaking, white Zebu bulls, regarded as sacred by the adherents of the religion of Brahma. Proposed by the U.S. Department of Agriculture to be used as synonymous with Zebu (*Bos indicus*), the humped cattle of India.

purebred

(To be used instead of
pure-bred or pure bred)

Bred from the best or purest blood; of a breed kept pure for many generations.

livestock

(To be used instead of
live-stock or live stock)

Domestic animals kept for farm purposes, especially, marketable animals such as cattle, horses, hogs, sheep, and goats.

butterfat

(To be used instead of
butter-fat or butter fat)

A milk fat, the natural fat of cow's milk, chemically a mixture of nine or more glycerides.

census

An official enumeration of persons, property, or things in a given area as of a stated time.

survey

The gathering of facts relating to particular things in specific areas.

Approved 10/18/23

1937

RECOMMENDATIONS FOR THE

RECOMMENDATIONS FOR THE

Below will be followed in all Department correspondence, in copy going to the Department, and in all official publications, the terminology recommended by the Committee on Terminology, approved by the Public Printer, and will be incorporated in the next edition of the Department Dictionary.

(Definitions)

(Notes)

Strictly speaking, white Zebu bulls, regarded as sacred by the adherents of the religion of Brahmins. Proposed by the Department. (See also the note on the use of the word "Brahmin" as synonymous with Zebu (Bos indicus), the humped cattle of India.)

(Brahmins)

Bred from the best or purest blood; (See also the note on the use of the word "pure" in the Department Dictionary.)

Such as cattle, horses, dogs, sheep, and goats.

A milk fat. The natural fat of

butter-fat or butter fat)

An official enumeration of persons, (See also the note on the use of the word "census" in the Department Dictionary.)

(Census)

(Census)

count

An accurate enumeration of samples, selected to represent the whole.

estimate

An expression of judgment regarding what is true at any given time as to value, amount, size, or character, based upon partial data, past relationships, calculation, appraisement, and general knowledge of the subject under consideration.

forecast

A statement of what may be expected to happen, based upon present conditions and observations interpreted in the light of previous experience.

thresh

(To be used instead of thrash)

To beat out or separate, as seeds from straw, chaff, or pods.

sorghum

Botanically, plants of Holcus sorghum L., in the broad sense, and of H. halepensis L., including broomcorn, durra, kafir, milo, sorgo, Sudan grass, Johnson grass, etc.

kafir

(Instead of kaffir or kafir corn)

A group of semi-juicy-stemmed sorghum varieties grown for grain and forage. Erroneously called "kafir corn" or kaffir.

milo

(Instead of milo maize)

A group of pithy-stemmed sorghum varieties, grown chiefly for grain. Erroneously called "milo maize". ~~Compare durra and feterita.~~

broomcorn

(Instead of broom-corn or broom corn)

A group of sorghum varieties grown for broom making.

sorgo

(Instead of cane sorghum, saccharine sorghum or sweet sorghum)

A group of sweet-juiced sorghum varieties grown for sirup and forage. Known also as sorghum, saccharine sorghum, sirup sorghum, and sweet sorghum, and erroneously as "cane" and "sugar cane."

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

1990

(Terms)

(Definitions)

potato

(The common name of Solanum tuberosum: to be used instead of white potato, round potato, or Irish potato)

The plant Solanum tuberosum or one of its esculent tubers, locally known as Irish, white, round, or common potato.

sweet potato

(The common name of Ipomoea Batatas)

The plant Ipomoea Batatas or one of its fleshy esculent roots, erroneously known as "yam" in some parts of the South.

Henry Wallace

Secretary.

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

RECEIVED
JAN 10 1964
FROM THE
LIBRARY OF THE
UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5408 S. UNIVERSITY AVE.
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5408 S. UNIVERSITY AVE.
CHICAGO, ILL. 60637

RECEIVED
JAN 10 1964
FROM THE
LIBRARY OF THE
UNIVERSITY OF CHICAGO

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

1073
December 8, 1932.

MEMORANDUM NO. 414

Department Terminology.

Brinkley
Should not the
terminology matter
be handled
this way

Hereafter the following usage of the terms "Collaborator" and "Cooperator" will be followed in the Department for purposes of appointment and reference.

1. A Collaborator is a person carried on the rolls of the Department under formal appointment, usually receiving a nominal compensation.
2. A Cooperator is a person or organization performing some useful service for the Department, permitting his or its premises to be used by the Department, or furthering the work of the Department in any substantial and useful way, but receiving no salary of any kind, and not carried on the appointment rolls of the Department.

Henry Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON

PRESS SERVICE

September 29, 1923.

RECEIVED
TIME
SEP 29 1923
Office of the Secretary

MEMORANDUM TO MR. W. A. JUMP.

Dear Mr. Jump:

Mr. Carter's letter to the Secretary settled this matter with the exception of capitalizing the words "national forests." I am suggesting that you notify Mr. Haynes, sending him a copy of the Committee's recommendations and of Mr. Carter's action. Mr. Haynes can issue the necessary instructions to his people and to Department Bureaus and offices to the effect that these changes can be made in all Department copy going to the Printing Office and in publications issued from other sources. I imagine that it is within his jurisdiction to put this matter into effect. I am suggesting this in view of the fact that there is no Chairman of the Terminology Committee and also because immediate action should be taken.

Yours very truly,

F. M. Russell,
In Charge, Press Service.

S
Not necessary.
Put in regular
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Incls.

2000-10-25

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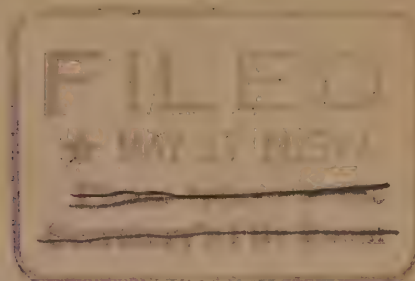
SOUTH DAKOTA STATE COLLEGE

OF AGRICULTURE AND MECHANIC ARTS

OFFICE OF THE PRESIDENT

BROOKINGS

October 9, 1911.



Mr. H. T. Cronin
Office of Assistant Secretary
United States Department of Agriculture
Washington, D. C.

My dear Cronin:

Answering your letter of September 28 I do not recall seeing the book recently referred to. I have unpacked a portion of the boxes of books, but will need some more cases before I have room for all of them. The book may be in some of the boxes not yet unpacked. As soon as I unpack the remainder of the boxes I will look them all over and send the book referred to if it is here.

In reply to your letter of October 4 I suggested that the new Assistant Secretary would probably make the logical man to continue the Chairmanship of the Terminology Committee. If Mr. Gore does not wish to carry on the work, or if for some reason it seems best to put in another man, I would hardly know who to suggest. Dr. W. A. Taylor has taken great interest in the work, but I suspect Dr. Mohler might find more time to push it.

All going well here.

Sincerely,

W. A. Taylor
President.

CWP:ER

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

file
October 18, 1923.

MEMORANDUM NO. 458.

Safety Committee.

P.L. GLAN

1295

With the view to the prevention of accidents and in the interest of the safety of Department employees, I hereby designate the following to serve as a Safety Committee:

Mr. R. M. Reese, Chairman

Mr. R. L. Swenson

Mr. Hugh T. O'Neale

FILED

★ OCT 16 1923

Please return to
the Secretary's File Room

The duties of this Committee shall include the enforcement of the use of such safety devices as are now installed throughout the Department, a study of the situation with regard to the installation of such devices wherever necessary, and the recommendation of action to correct any dangerous conditions which may be found to exist in any of the buildings occupied by the Department in Washington.

Samuel Wallace

Secretary.

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United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 8, 1923.

MEMORANDUM FOR MR. W. A. JUMP

Dear Mr. Jump:

Reference is made to the attached copy of a letter prepared by this committee and signed by the Secretary to Colonel Sherrill under date of August 27, 1923.

With reference to the appointment of a Safety Committee as mentioned in the next to the last paragraph of the letter, the Committee on Finance and Business Methods recommend that such a committee be appointed consisting of the following:

R. M. Reese, Chairman
Roy L. Swenson
Hugh T. O'Neale

The powers of this committee should extend to the enforcement in the Mechanical Shops, Power Plant, and refrigeration plants of the use of such safety devices as are now installed and the installation of other safety devices as needed; and to the correction of such dangerous conditions as may be reported to or discovered by the members of the committee in the buildings occupied by the Department in Washington.

We further recommend that as a part of the work of this Committee the Mechanical Superintendent organize among the employees of the Mechanical Shops a safety committee, composed of the foreman of the several shops, who shall be charged with the duty of preventing as far as possible, by precept and warning, the occurrence of accidents arising from neglecting to use safety devices.

Very truly yours,

A. G. Goppon
Chairman, Advisory Committee
on Finance and Business Methods.

August 27, 1923.

Col. C. O. Sherrill,
Government Representative of
Washington Safety Council,
New Navy Building,
18th & B Streets, N. W.
Washington, D. C.

Dear Colonel Sherrill:

Careful consideration has been given your letter of June 28, 1923, transmitting a copy of a report prepared by a special Committee on Safety appointed by you. You request that the views of this Department be furnished you as to the desirability of presenting this matter to the President for his consideration.

The report which accompanied your letter contains two recommendations by the Committee, as follows:

- (1) That the President of the United States issue an executive order directing that some official in each Department be detailed to carry out the work of a safety supervisor as fully as may be feasible with present personnel and appropriations.

The Department concurs in this recommendation.

- (2) That in the estimates for the fiscal year 1925 each Department include an item for the appointment of a qualified safety supervisor who meets such qualifications as may be called for by the U. S. Civil Service Commission.

In the Department of Agriculture it is not believed that the amount of shop work performed is sufficient to justify the appointment of a qualified safety supervisor and therefore, that it is not necessary to include an item in the estimates for the fiscal year 1925, to provide for such a supervisor. Approximately 50% of the power machinery used in the Mechanical Shops is equipped with safety devices. The power plant and refrigeration plants are 100% equipped with such devices as far as moving machinery is concerned. In the Mechanical Shops difficulty is experienced in enforcing use of the safety devices now installed, our employees who operate these machines not taking kindly to their use and apparently feeling that

In the Department of Agriculture it is not believed that the

they are a hindrance rather than a help to their work. The Department will, however, take steps to extend further the use of safety devices and require employees to use them. The suggestion that a safety committee be organized among our employees is sound and will be put into effect.

It may be added that provision has long been made in this Department for the first aid treatment of injuries, and close contact is maintained with the medical and hospital facilities provided by the Employees' Compensation Commission. The Department would welcome lectures upon safety practices in the Mechanical Shops by persons qualified to deliver them.

Secretary's File Room

Sincerely yours,

Henry Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MECHANICAL SUPERINTENDENT.

July 11, 1923.

Memorandum for Mr. A. Zappone,
Chairman, Advisory Committee
on Finance & Business Methods.

Dear M. Zappone:

In connection with the attached safety matter which is now receiving consideration by the Advisory Committee on Finance and Business Methods we have the following report and suggestions to make.

We find that approximately 50% of the power machinery used at the Mechanical Shops is equipped with safety devices. The Power Plant and Refrigeration Plants on the other hand are 100% equipped with safeties as far as moving machinery is concerned. The power machines at the Mechanical Shops are, however, a greater potential danger to the employees using them and it is here that we experience the greatest difficulty in enforcing the use of safety devices now installed. It seems that our employees who operate these machines do not take kindly to their use and feel that they are a hindrance rather than a help to their work.

The attitude of our employees towards safety devices has no doubt had its effect in discouraging their further extension. It is my opinion that the use of safety devices be further extended and that each employee be required to use them irregardless of whether it has a tendency to slow up the work he is doing or not.

It is believed that Safety Committees should be organized among our employees as suggested in the attached. It is further believed that the

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psychological effect of such Committees would to a certain extent at least change the attitude of our employees towards safety devices, particularly if they could be properly enthused by ^{occasional} lectures from qualified Safety Engineers.

Recommendation No. 1 of the attached suggests the appointment of a Safety Engineer who would give his entire time to accident prevention and other related activities. In my opinion the Department could not afford to consider this recommendation since there is not enough Shop Work in the Department to warrant the establishment of such an organization.

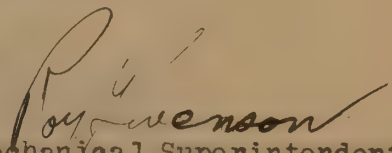
Recommendations Nos. 2, 3, 4, 5, and 7 could, in my opinion, be put into practice in the Department with benefit to all and without the cost of putting them into actual practice being too great.

It is believed that the greatest field for the prevention of accidents at the Mechanical Shops would be in the introduction of standard, recognized, and safe methods of performing their everyday tasks. The greatest source of annoyance from accidents and injuries are such as burns from steam pipes; tools and other articles left on top of ladders and jarred loose in the performance of their work striking employees and injuring them; strains from lifting; smashed fingers from hammer blows; stepping on nails, etc. The above type of accident prevention is best accomplished by ^{occasional} ~~frequent~~ lectures by men trained in that sort of work.

Major accidents involving the loss of fingers or the permanent crippling of the body are indeed rare at our own Shops.

Very truly yours,

Encl.
RLS/ecb


Mechanical Superintendent.

In my opinion the Department could not afford to
engage since there is not enough shop work in the De-
partment to justify the establishment of such an organization.

Nov. 2, 3, 4, 5, and 7 could, in my opinion, be put
to use in the Department with benefit to all and without the cost of

...ies left on top of ladders and ladders loose in the por-
... of their work striking employees and injuring them; strains from
... of accident prevention is best accomplished by
... in that sort of work.

is not an issue, rare as our own shops.

Very truly yours,

July 9, 1923.

Mr. Roy L. Swenson,
Mechanical Superintendent.

Dear Mr. Swenson:

The Advisory Committee on Finance and Business Methods having this safety matter before it will appreciate a report from you as to the present conditions in the mechanical shops. We desire information as to the present installation of safety devices, the use made of them, and your recommendation as to further installations. The Committee would further appreciate your opinion as to the desirability of lectures on safety by some qualified safety engineer from outside the department, and upon the question of organizing safety committees among the shop employees themselves.

Immediate attention to this matter is desired.

Very respectfully,

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

July 1, 1941

Mr. Roy L. Brown

Department of the Interior

Dear Mr. Brown:

The Advisory Committee on Indian Affairs has been organized and is now in the process of selecting its members. It will be a pleasure to have you as one of its members. The committee is composed of representatives of the various departments and agencies of the Government, and its purpose is to advise the Secretary of the Interior on all matters relating to Indian Affairs. It is hoped that you will be able to contribute to the work of the committee in a most valuable way. The committee will meet on July 10, 1941, at 10:00 A.M. in the Department of the Interior. It is requested that you be present at this meeting. Very respectfully,
Chairman, Advisory Committee on Indian Affairs

Chairman, Advisory Committee on Indian Affairs
Department of the Interior

Enclosure

WAR DEPARTMENT
CORPS OF ENGINEERS
OFFICE OF
PUBLIC BUILDINGS AND GROUNDS

WASHINGTON, D. C.

NEW NAVY BUILDING
18th & B Sts. N.W.

June 28, 1923.

Hon. Henry J. Wallace,
Secretary of Agriculture,
Department of Agriculture,
Washington, D. C.

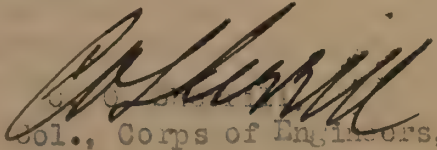
My dear Mr. Secretary:

There is inclosed herewith a copy of a report prepared by a Special Committee on Safety, appointed by me as Government Representative on the Washington Permanent Safety Council, under designation by the President.

It is requested that the views of your office be furnished me as to the desirability of presenting this matter to the President for his consideration, with any suggestions which you may care to make in connection therewith.

This report was accompanied by the following appendices, which are too voluminous to copy, but which may be consulted at this office if desired:

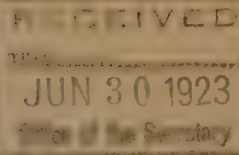
- A. Recommendations for Permanent Organization in Government Plants.
 - B. Compensation paid to U. S. Employees 1917-1922.
Compensation for 1921 by Departments.
Compensation for 1922 in Post Office Dept. by Classes.
Accidents in Washington Navy Yard 1920-1922.
 - C. Bulletin No. 256 of Bu. of Labor Statistics "Accidents and Accident Prevention in Machine Building".
 - D. Bulletin No. 9 U. S. Steel Corporation "Safety, Sanitation and Welfare".
 - E. Resolutions adopted by American Society of Safety Engineers.
 - F. Resolutions adopted by American Engineering Council of Federated American Engineering Societies.
 - G. Safety Suggestions, U. S. Navy Yards and Naval Stations.
 - H. Safety Suggestions, Superintendent's Office, State, War and Navy Department Buildings.
- Yours very truly,


Lieut. Col., Corps of Engineers,

Government Representative, Washington Safety Council.

1 Incl (Report)

COS:MNB



*Don't forget to
bring in the
Safety Council
report*

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RECEIVED

1923



Report Special Committee on Safe Conditions
in the Government Service.

June 19, 1923.

Lieut. Col. C. O. Sherrill, Chairman,
Government Permanent Safety Council,
1056 Navy Building,
Washington, D. C.

Dear Sir:

The Committee appointed by you on April 11 to study the present situation in the Government service in reference to safety and to make recommendations for correcting existing deficiencies, reports as follows:

Members of the Committee have not found it feasible to make a detailed inspection in the various Government departments to determine the precise conditions at the present time, and are basing this report upon a general knowledge of the conditions derived from such personal contact as the members of the Committee have had; upon the accident records as compiled by the U. S. Employees' Compensation Commission; upon inspections, observations and reports made at previous times by various authorities.

In 1917 a general survey of Government establishments was instituted by the U. S. Employees' Compensation Commission, and carried out with the assistance of a large group of safety engineers. Among those most active in the matter were such prominent men as Charles W. Price, general manager of the National Safety Council; L. R. Palmer, President of the Council; A. H. Young, director of the American Museum of Safety; and John S. Love, of the Pennsylvania Rating Inspection Bureau. The following is quoted from the report of the director of the survey, and in Appendix A are given the recommendations included in the Commission's report on the subject.

"In each of the arsenals and Navy yards we spent from one to two days and during that time made a survey of the plant in order to ascertain what were the more serious hazards. With the exception of two or three of the plants, all of the arsenals and Navy yards visited had less than 50% of the mechanical hazards covered by efficient guards. In two of the plants less than 10% of the points were guarded. We did not find in any of the plants anything like an efficient organization for the promotion of safety, and there was little evidence of the sort of intensive educational work which has come to be recognized as indispensable in order to develop and maintain a real interest among the workmen.

In justice to the commandants and other department heads it should be said that this condition is not due in any way to a lack on their part of proper consideration for their workmen. On the contrary, we found practically all of the commandants, department heads and foremen sincerely interested in protecting their men from injury. The conditions found are due largely to the fact that the Government plants have been outside of insurance or state inspection."

As a result of this survey, a number of safety engineers were appointed by the Navy and War Departments to serve in the Navy yards and arsenals, but this service was largely discontinued after the war although the Navy Department has retained a single safety engineer to supervise the work in all of the Navy yards. While a few of the other departments have given some attention to the welfare of the employees, there does not appear to be any organized attempt upon a comprehensive and fundamental plan to eliminate accidents. The records of the U. S. Employees' Compensation Commission for the entire Government service, given in Appendix B, show that the cost of accidents is increasing each year. That the accident rate before 1917 compared unfavorably with private establishments comparable in size and class of work with those operated by the Federal government, is shown on page 62 of Appendix C (Bulletin No. 256 of the Bureau of Labor Statistics). There can be no doubt that a comprehensive scheme of accident prevention will reduce compensation payments and pay for itself several times over by the savings thereby effected. This is corroborated by the report on "Waste in Industry" published in 1921 by the Federated American Engineering Societies, pp. 22 and 333. The essentials of successful safety work are stated on page 338.

It is customary among large corporations at the present time to establish either separately or as a part of a Division of Personnel or Bureau of Welfare for employees, an organization which undertakes accident prevention by

- (a) Securing proper physical conditions in the plant.
- (b) Introducing and continually developing methods of operation which are free from hazard.
- (c) Instructing employees in safe practices.
- (d) Supplying necessary equipment for making operations safe that would otherwise be hazardous.
- (e) Furnishing first aid, and rescue apparatus, which may often reduce the severity of an accident by proper emergency treatment.
- (f) Keeping records of minor as well as major accidents occurring.

That such a procedure has a very definite and beneficial result with respect to the accident rate is well illustrated by the experience of the U. S. Steel Corporation exhibited in Appendix D. This corporation initiated its accident-prevention work in 1906. By 1909 the number of serious accidents per thousand employees had been reduced by one-quarter below the previous rate, and by 1920 this rate had been reduced to less than one-half. It is estimated that in sixteen years over 35,000 employees have been saved from serious injuries which would have occurred had the earlier rate of accidents been maintained.

We present the following summary as indicative of the conditions existing in most (but not all, in some respects) of the departments of the Federal Government in contrast to that existing in most private establishments which are in any way comparable:

- (1) There is no official charged with responsibility for safe conditions of work.
- (2) There is no safety organization among the employees such as plant or shop safety committees.
- (3) There is no general application of recognized safety standards.

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- (4) There is no general scheme of procedure to provide for consideration of safety in planning buildings or work or in purchasing machinery.
- (5) There is no established inspection force.
- (6) There is not the financial incentive to avoid accidents which is furnished by the carrying of casualty or liability insurance.
- (7) There is no inspection by outside inspectors such as those of insurance companies or state labor departments, and but little effort made to comply with local (municipal or state) laws or regulations.
- (8) There is no complete record of minor accidents which do not involve compensation, but which are valuable in indicating existing hazards.
- (9) There are not adequate first-aid and hospital facilities available in some Government departments.
- (10) There is no physical examination of new appointees to determine fitness for tasks. This results in avoidable cases of hernia, etc., which are now a large item of expense to the Government.

This deplorable situation has been recognized by all who have made an investigation of the subject, as is evidenced by the report of the Congressional Joint Commission on Reclassification of Salaries, by the American Society of Safety Engineers and by the Federated American Engineering Societies. Resolutions adopted by these two engineering bodies are exhibited as Appendix E and Appendix F.

Recommendations.

In order to improve the conditions in the Federal establishments with respect to sanitation and safety the following recommendations are made:

- (1) In each Government department there should be established a safety supervisor giving his entire time to accident prevention, sanitation and other matters affecting the welfare of employees. In departments where welfare work has already been initiated, accident prevention should be included in the duties of the welfare official.
- (2) There should be a regular and detailed inspection of the conditions pertaining to all machinery and processes at least once annually in addition to continued supervision over general conditions.
- (3) Safety committees should be organized among the employees according to units of work and these safety committees should report regularly to departmental or plant safety committees. In addition, occasional lectures to employees should be given by the safety supervisor to instruct them in safe practices and to maintain the morale and interest in accident prevention. (See p. 80 of Appendix C). Safety suggestions, such as shown in Appendix G, should be issued.
- (4) Safety standards for physical equipment should be adopted and put into practice. These standards should be similar to those enforced by the States having authoritative industrial commissions and such as are represented by the standards approved by the American Engineering Standards Committee.
- (5) Adequate first-aid facilities should be available at all Government establishments and emergency hospital service within quick reach of all.

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(6) Physical examination before assignment to work where injury may depend on physical condition (such as porters, motorcycle messengers) should be provided.

(7) Records of minor injuries should be kept as fully as those of compensable cases now kept by the U. S. Employees' Compensation Commission.

(8) It is recommended that each department, at least for the present, inaugurate safety work with suitable supervision by its own personnel. If a general inspection service were to be provided by law, proper supervision of such functions could be suitably carried out by either the Bureau of Standards in the Department of Commerce or by the U. S. Employees' Compensation Commission.

(9) It is recommended that an Interdepartmental Committee be formed to consist of the safety supervisor of each Department and independent establishment who shall recommend to the Departments uniform methods and standards in conformity with paragraphs (1), (2), (3), (4) and (5) above.

In order to make the above recommendations effective we suggest

(1) That the President of the United States issue an executive order directing that some official in each Department be detailed to carry out the work of a safety supervisor as fully as may be feasible with present personnel and appropriations.

(2) That in the estimates for the fiscal year 1925 each Department include an item for the appointment of a qualified safety supervisor who meets such qualifications as may be called for by the U. S. Civil Service Commission.

(Signed) M. S. Lloyd Chairman.
Department of Commerce.

(Signed) Stewart J. Owen
Navy Department.

(Signed) Clinton C. Rausch
Post Office Department.

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(4) The Department of Justice (Department of Justice) should be provided.

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(7) The Department of Justice (Department of Justice) should be provided.

(Signed) M. S. Jones
Chairman
Department of Commerce

(Signed) Stewart J. Owen

(Signed) Clinton C. Ransom

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
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Please refer to
the Secretary's File Room

October 18, 1923.

MEMORANDUM NO. 454

Department Representative on Permanent
Conference on Printing.

FILE
P.L. GLAD

Mr. L. J. Haynes, Acting in Charge of the Office of Publications, is hereby designated as the Department's representative on the Permanent Conference on Printing to succeed Mr. F. M. Russell, who has been serving on this board pending the appointment of an officer in charge of publications.

Henry Wallace
Secretary.

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MR. A. ZAPPONE,
Disbursing Clerk.

MAYAGUEZ, P. R. Sept. 12, 1943.

August 27, 1943

Mr. E. S. Singleton,
Chief Accountant,
Office of the Secretary,
Washington, D. C.

Dear Mr. Singleton:

In reading over the fiscal regulations, page 58, paragraph 30 Payment of Foreign Postage, I find that they have overlooked the following countries to which official correspondence is admissible under penalty envelope and label:

Porto Rico, (should be for his consideration.)
Hawaii,
Canal Zone,
Island of Guam,
Virgin Islands of U.S.
Philippine Islands
Tokohama, Japan (U.S. Naval Hospital)

Very truly yours,

Executive Clerk.

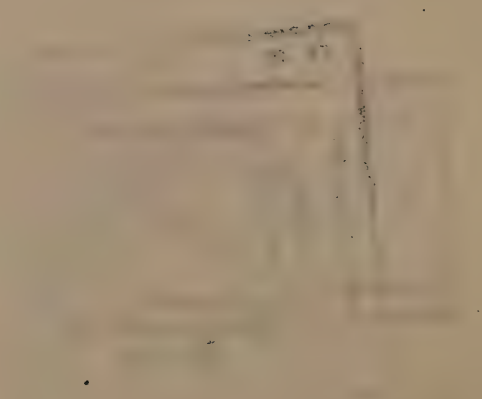
Enclosed for the attention of the Fiscal Agent for 1943
and 1944 are included on item for the appoint-
ment of a qualified person to the position of
chief qualifications as may be called for by the
U. S. Civil Service Commission.

[Handwritten signature]

To ensure the security of the information contained in this document, it is recommended that the following measures be taken:

- 1. All information should be kept confidential.
- 2. No information should be disclosed to unauthorized personnel.
- 3. All documents should be stored in a secure location.
- 4. All documents should be destroyed when no longer needed.
- 5. All documents should be handled with care.

[Handwritten signature]



August 27, 1923.

Col. C. O. Sherrill,
Government Representative of
Washington Safety Council,
New Navy Building,
18th & B Streets, N. W.,
Washington, D. C.

Dear Colonel Sherrill:

Careful consideration has been given your letter of June 28, 1923, transmitting a copy of a report prepared by a special Committee on Safety appointed by you. You request that the views of this Department be furnished you as to the desirability of presenting this matter to the President for his consideration.

The report which accompanied your letter contains two recommendations by the Committee, as follows:

- (1) That the President of the United States issue an executive order directing that some official in each Department be detailed to carry out the work of a safety supervisor as fully as may be feasible with present personnel and appropriations.

The Department concurs in this recommendation.

- (2) That in the estimates for the fiscal year 1925 each Department include an item for the appointment of a qualified safety supervisor who meets such qualifications as may be called for by the U. S. Civil Service Commission.

In the Department of Agriculture it is not believed that the amount of shop work performed is sufficient to justify the appointment of a qualified safety supervisor and therefore, that it is not necessary to include an item in the estimates for the fiscal year 1925, to provide for such a supervisor. Approximately 50% of the power machinery used in the Mechanical Shops is equipped with

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safety devices. The power plant and refrigeration plants are 100% equipped with such devices as far as moving machinery is concerned. In the Mechanical Shops difficulty is experienced in enforcing use of the safety devices now installed, our employees who operate these machines not taking kindly to their use and apparently feeling that they are a hindrance rather than a help to their work. The Department will, however, take steps to extend further the use of safety devices and require employees to use them. The suggestion that a safety committee be organized among our employees is sound and will be put into effect.

It may be added that provision has long been made in this Department for the first aid treatment of injuries, and close contact is maintained with the medical and hospital facilities provided by the Employees' Compensation Commission. The Department would welcome lectures upon safety practices in the Mechanical Shops by persons qualified to deliver them.

Sincerely yours,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to
the Secretary's File Room

October 31, 1923

MEMORANDUM No. 455.

Amendment to the Fiscal Regulations.

FILE
P.L. GLADWIN

Paragraph 80 of the Fiscal Regulations of the Department is
hereby amended to read as follows:

80. PAYMENT OF FOREIGN POSTAGE. Postage is required and will be allowed at usual postal rates, on official mail to foreign countries. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to the Territorial and Island Possessions of the United States, Canada, Cuba, Mexico, the Republic of Panama, and the United States Naval Hospital, Yokohama, Japan.

Henry B. Wallace
Secretary.

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THE UNIVERSITY OF CHICAGO
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United States Department of Agriculture
Bureau of Animal Industry
Washington, D. C.

October 1, 1923

MEMORANDUM No.

Amendment to the Fiscal Regulations.

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Secretary.

October 1, 1911

MEMORANDUM No.

Amendment to the Fiscal Regulations.

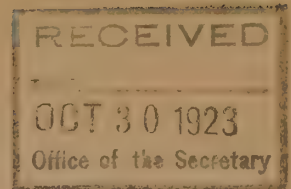
Approved by the Imperial Commission of the Government in

hereby amended to read as follows:

1. PAYMENT BY CREDIT (ARTICLE 100).
In addition to the amount of the loan
which is provided for in the budget
of the Government, the amount of the
loan may also be dispatched in the same manner
to the Government of the Colonies, the
Government of the Philippines, the
Government of the United States, the
Government of Japan.

Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.



October 26, 1923

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has considered the attached file which was referred to it, concerning payment of foreign postage on official correspondence. The Committee concurs in the suggestion advanced by the Chief Accountant of the Office of the Secretary, and there is enclosed herewith a proposed memorandum amending paragraph 80 of the Fiscal Regulations, admitting official correspondence to the domestic mails under penalty envelope or label dispatched to the Territorial and Island Possessions of the United States, to the United States Naval Hospital, Yokohama, Japan, and to certain other nations which have entered into reciprocal relations with this country. The amendment is further changed by annulling the franking privilege extended to the United States Postal Agency in the city of Shanghai, China. The agency was recently closed by order of the Post Office Department.

The Solicitor has initialed the proposed memorandum and the Committee recommends that same be approved by the Secretary and promulgated.

Very respectfully,

A handwritten signature in cursive script, appearing to read "A. G. Garrone".

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

(

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THE
OFFICE OF THE
SECRETARY OF THE
TREASURY

WASHINGTON, D. C.
JANUARY 1, 1900

SIR:

I have the honor to acknowledge the receipt of your letter of the 29th inst. in relation to the proposed amendment to the National Currency Act, and in reply to inform you that the same has been referred to the Committee on Finance, and that they are now considering the same.

I am, Sir, very respectfully,
Yours truly,
J. M. [Signature]

Very truly,
J. M. [Signature]

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8-4810

October 26, 1923

Dear Mr. Williams:

Will you please examine the proposed amendment to the Fiscal Regulation contained in the attached draft of Secretary's memorandum, and if you find same to be legal and it meets with your approval kindly initial the memorandum, returning all papers to me.

Prompt consideration will be appreciated.

Very respectfully,

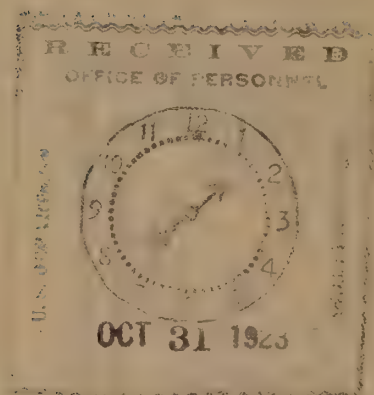
A. G. Appone

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NOTICE



OCT 27 1923

Mr. Kaffner
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Omitted matter in brackets ().

New matter underscored _____.

80. PAYMENT OF FOREIGN POSTAGE. Postage is required, and will be allowed at usual postal rates, on official mail to foreign countries. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to the Territorial and Island Possessions of the United States, Canada, Cuba, Mexico, the Republic of Panama, (the United States postal agency in the city of Shanghai, China,) and the United States Naval Hospital, Yokohama, Japan.

Omitted matter in brackets ().

New matter underscored _____.

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Omitted matter in brackets ().

New matter underscored _____

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Mr. Gladmon:

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A. G. G. G. G.

1. 1940年10月10日，国民党政府正式宣布对日抗战。

U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

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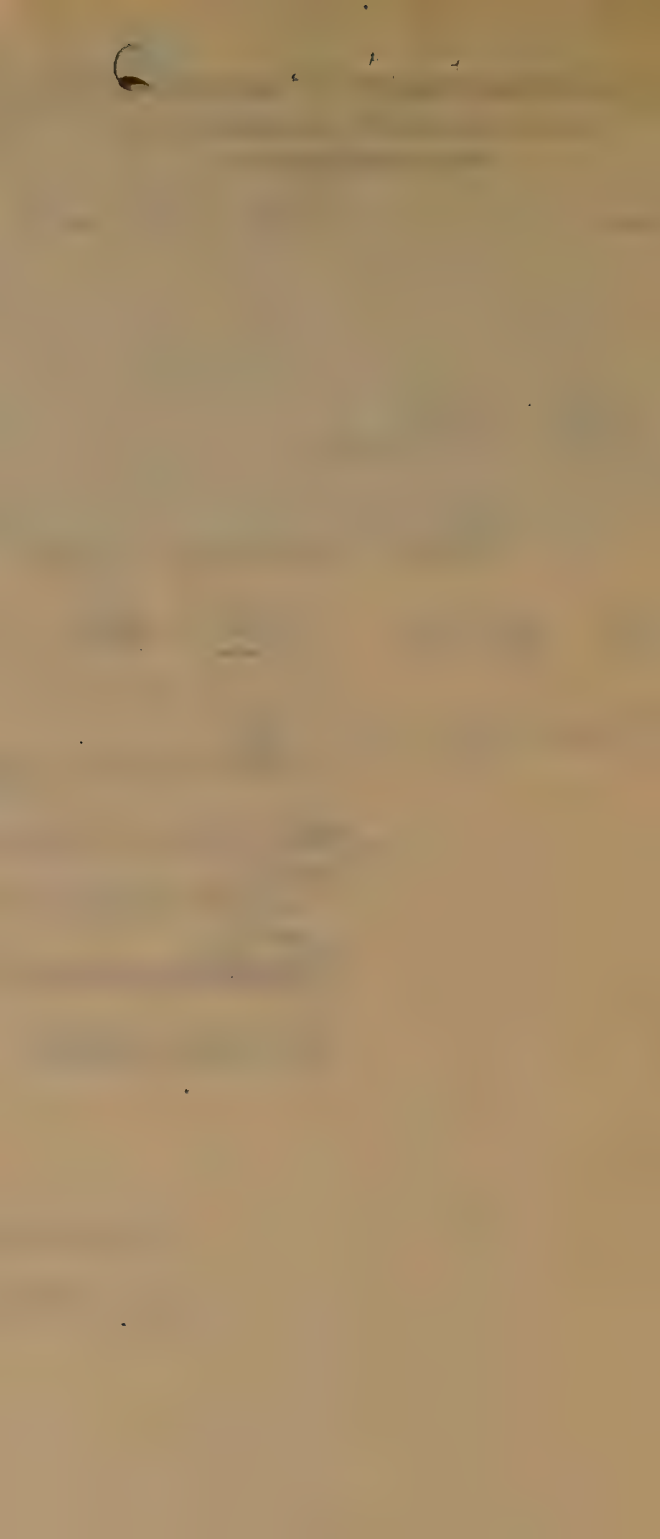
1923

Mr. Bailey

This may go
to file. See Memo
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Respectfully

A. G. Goff



October 26, 1922

MEMORANDUM FOR MR. W. A. JUMP.

FILE
P. L. GLADWORTH

Will you please examine the

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has considered the attached file which was referred to it, concerning payment of foreign postage on official correspondence. The Committee concurs in the suggestion advanced by the Chief Accountant of the Office of the Secretary, and there is enclosed herewith a proposed memorandum amending paragraph 80 of the Fiscal Regulations, admitting official correspondence to the domestic mails under penalty envelope or label dispatched to the Territorial and Island Possessions of the United States, to the United States Naval Hospital, Yokohama, Japan, and to certain other nations which have entered into reciprocal relations with this country. The amendment is further changed by annulling the franking privilege extended to the United States Postal Agency in the city of Shanghai, China. The agency was recently closed by order of the Post Office Department.

The Solicitor has initialed the proposed memorandum and the Committee recommends that same be approved by the Secretary and promulgated.

Very respectfully,

Chairman, Advisory Committee
on Finance and Business Methods.

Enclosure.

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U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8-4819

October 26, 1923

Dear Mr. Williams:

Will you please examine the proposed amendment to the Fiscal Regulations contained in the attached draft of Secretary's memorandum, and if you find same to be legal and it meets with your approval kindly initial the memorandum, returning all papers to me.

Prompt consideration will be appreciated.

Very respectfully,

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October , 1923

MEMORANDUM No.

Amendment to the Fiscal Regulations.

Paragraph 80 of the Fiscal Regulations of the Department is hereby amended to read as follows:

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Secretary.

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Omitted matter in brackets ().

New matter underscored _____.

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U. S. DEPARTMENT OF AGRICULTURE

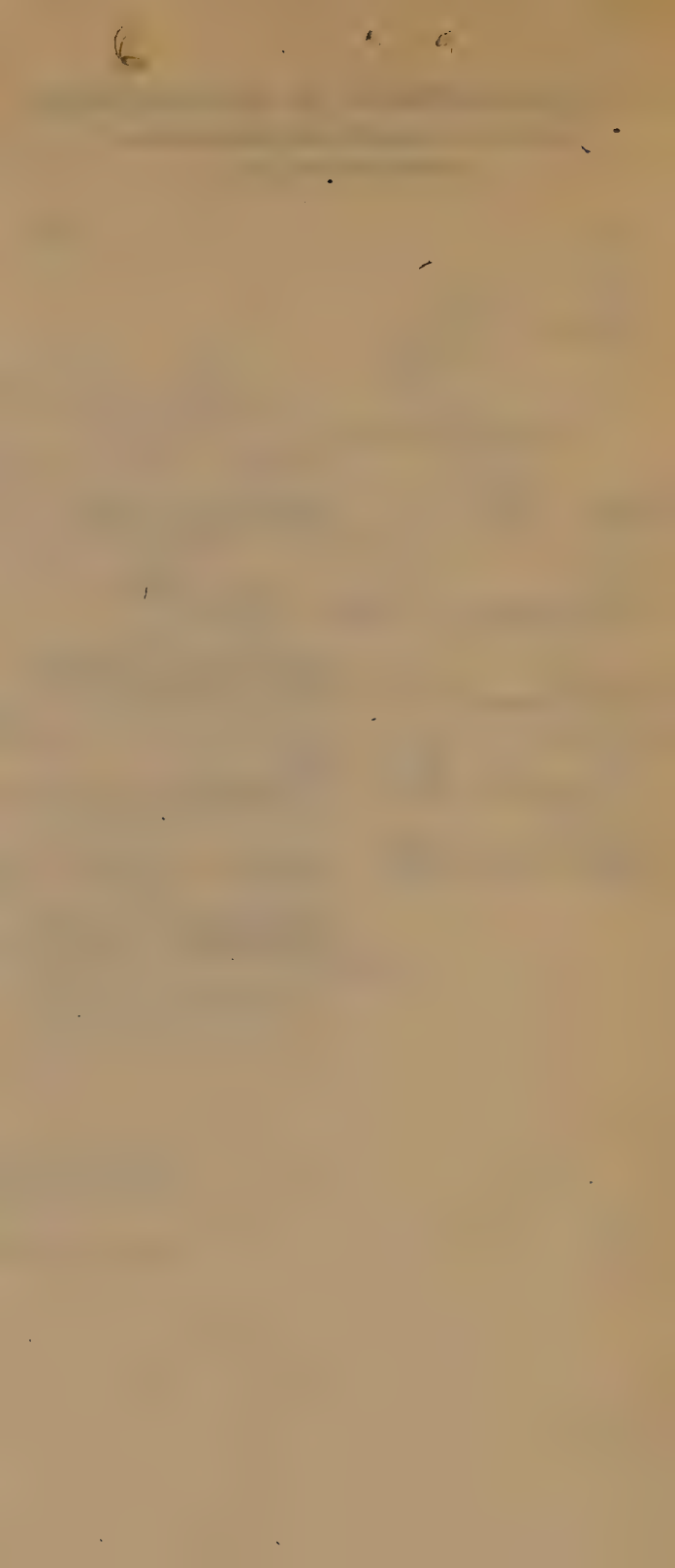
DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8-4819

....., 192

Mr. Hunt
As far as I can
see it is all right
known, I am not
informed of the Postal
Regulation covering
the matter.
J. M. K. 192



19/10/23

Mr. Zappone

Mr. Sands, Chief of the Foreign
Mail Division of the P. O. Dept
informs me that the packet
conveyance privilege has long been
extended to the French & Irish
Possession of the U. S., as well
as to the Hospital at Yokohama.
Also, he says that just recently
the Postal Agency at Shanghai,
China was closed and no further
mention of this is required in our
regulations. Phos
Trust

ould be indicated thus "(part time)." Employees whose services are not continuous but
ould be indicated thus "(new)."

80. PAYMENT OF FOREIGN POSTAGE.- Postage is required, and will be allowed at usual postal rates, on official mail to foreign countries. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to the Territorial and Island Possessions of the United States, Canada, Cuba, Mexico, the Republic of Panama, ~~the United States postal agency in the city of Shanghai, China,~~ and the United States Naval Hospital, Yokohama, Japan.

For all of you -

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3. PAYMENT OF POSTAGE. - Postage is required, and will be allowed at usual postal rates, on official mail to foreign countries. Official correspondence with the domestic mail must be prepaid at the time of mailing. Official correspondence to the United States Postal Agency in the city of Panama, the United States Postal Agency in the city of San Francisco, California, and the United States Postal Agency in the city of New York, New York.

*Committee says
to economy, etc.
79 80.*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF ACCOUNTS

ADDRESS REPLY TO
CHIEF ACCOUNTANT, OFFICE OF THE SECRETARY

REFERENCE:

FES/IS

September 22, 1923.

Mr. A. Zappone,
Chairman,
Advisory Committee on Finance and Business Methods,
Department of Agriculture.

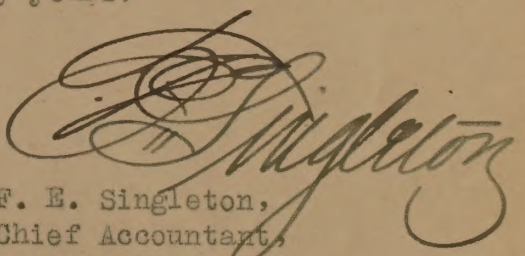
Dear Mr. Zappone:

I enclose herewith copy of letter received from Mr. C. Alemar, Jr., Executive Clerk, U. S. Experiment Station, Mayaguez, Porto Rico, which is self-explanatory.

Fiscal Regulation No. 80 states specifically that "postage is required and will be allowed at the usual postage rates on official mail to foreign countries", and, as the Canal Zone and Islands cited by Mr. Alemar are U. S. territory, the natural construction, which appears to have been overlooked, is that penalty envelopes or slips may be used. Confusion apparently is due to the fact that the regulation also states that "official correspondence which is admissible to the domestic mails under penalty envelope or slip may also be dispatched in the same manner to * * *", certain countries the enumeration of which does not include those cited by Mr. Alemar, and it has come within my personal observation that postage has been attached either carelessly or through ignorance to many letters destined to these points. The U. S. Naval Hospital, Yokohama, Japan, I assume is classified as American territory and franking privileges apply accordingly.

I bring this matter to your attention in order that you may consider the advisability of modifying the regulation as opportunity offers.

Very truly yours,


F. E. Singleton,
Chief Accountant,
Office of the Secretary.

Enclosure

OFFICE OF ACCOUNTS

ACCOUNTS SECTION
OFFICE OF THE SECRETARY
WASHINGTON

1913

Mr. J. H. Thompson

Chairman

Committee on Finance and Business Methods

Dear Mr. Thompson:

I enclose herewith copy of letter received from Mr. C. H. Thompson, Director, U. S. Department of Agriculture, Washington, D. C., dated March 1, 1913, which is self-explanatory.

Enclosed herewith is also a copy of letter received from Mr. C. H. Thompson, Director, U. S. Department of Agriculture, Washington, D. C., dated March 1, 1913, which is self-explanatory. The letter from Mr. Thompson, dated March 1, 1913, is in reply to a letter from the Department of Agriculture, dated February 28, 1913, in which the Department of Agriculture requested that the Department of the Interior should advise as to the propriety of the Department of the Interior in the matter of the proposed amendment to the National Conservation Act, which amendment would provide for the establishment of a National Conservation Commission, which is authorized to take such action as may be deemed necessary for the purpose of conserving the public lands of the United States, and for the purpose of providing for the management of the same. The Department of the Interior has advised that the proposed amendment is not in accordance with the provisions of the National Conservation Act, and that the Department of the Interior is opposed to the same. The Department of Agriculture has advised that the proposed amendment is in accordance with the provisions of the National Conservation Act, and that the Department of Agriculture is in favor of the same. The Department of the Interior has advised that the proposed amendment is not in accordance with the provisions of the National Conservation Act, and that the Department of the Interior is opposed to the same. The Department of Agriculture has advised that the proposed amendment is in accordance with the provisions of the National Conservation Act, and that the Department of Agriculture is in favor of the same.

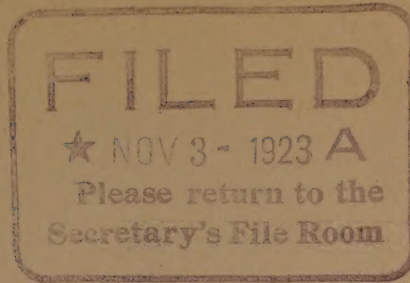
I trust this letter will call attention to the fact that the Department of the Interior is opposed to the proposed amendment to the National Conservation Act, and that the Department of Agriculture is in favor of the same.

Very truly yours,



J. H. Thompson
Director, U. S. Department of Agriculture
Office of the Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



October 31, 1923

MEMORANDUM No. 455

Amendment to the Fiscal Regulations.

Paragraph 30 of the Fiscal Regulations of the Department is hereby amended to read as follows:

30. PAYMENT OF FOREIGN POSTAGE. Postage is required and will be allowed at usual postal rates, on official mail to foreign countries. Official correspondence which is admissible to the domestic mails under penalty envelope or label may also be dispatched in the same manner to the Territorial and Island Possessions of the United States, Canada, Cuba, Mexico, the Republic of Panama, and the United States Naval Hospital, Yokohama, Japan.

Secretary.

October 21, 1911

EXHIBIT W. 107

Exhibit to the Fiscal Year 1911

Exhibit 107 of the Fiscal Year 1911

Exhibit 107 of the Fiscal Year 1911

REPORT OF THE DIRECTOR
OF THE BUREAU OF THE
GENERAL INVESTIGATION
OF THE DEPARTMENT OF
THE INTERIOR
FOR THE FISCAL YEAR
1911
BY
J. M. WILSON
DIRECTOR

Washington, D. C.

1911